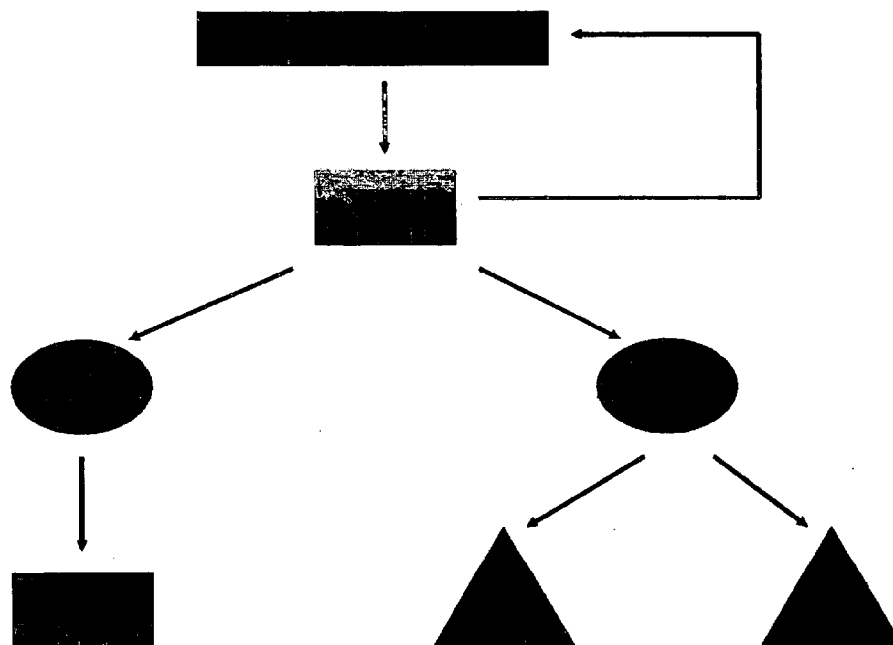


# CBPA ADMINISTRATIVE PROCEDURES

## HAMPTON ROADS LOCALITIES



COMPILED BY HAMPTON ROADS PLANNING DISTRICT COMMISSION STAFF  
IN COOPERATION WITH  
STAFF FROM HAMPTON ROADS LOCAL GOVERNMENTS  
FEBRUARY 1991

## CBPA ADMINISTRATIVE PROCEDURES

### HAMPTON ROADS LOCALITIES

This report was produced, in part, through financial support from the Virginia Council on the Environment pursuant to Coastal Resources Program Grant No. NA90AA-H-CZ796 from the National Oceanic and Atmospheric Administration.

Preparation of this report was included in the HRPDC Program for 1990-91, approved by the Commission at its Executive Committee Meeting of March 21, 1990

Compiled by Hampton Roads Planning District Commission Staff in Cooperation with Staff from Hampton Roads Local Governments

February 1991

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1991  
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## INTRODUCTION

Now that nearly all Hampton Roads local governments subject to the Chesapeake Bay Preservation Act (CBPA) have adopted their local programs, local planners have turned their attention to program implementation. As part of this effort, several localities have recently developed local CBPA program administrative procedures. This report is a compilation of these procedures. The types of procedures found in this report include site plan review checklists, stormwater BMP maintenance agreements, waiver and appeal applications, and administrative flow charts. Monthly Chesapeake Bay staff contact meetings conducted by HRPDC staff served as a forum through which local planners exchanged ideas on the development of these procedures.

The administrative procedures contained in this report include only those that have recently been developed to implement the CBPA. In each of the localities, development proposals within Preservation Areas will also be subject to other procedures that are part of the overall development review process, but are not specific to CBPA implementation.

We hope that this report will be of use to localities that are in the process of developing administrative procedures or are considering revision to their current procedures. Any questions regarding specific procedures should be referred to the local government staff representative listed on the divider page for each locality. The HRPDC staff will continue to compile and distribute local CBPA administrative procedures as they are developed or refined.

This report was prepared in cooperation with local government staffs as part of the 1990-91 HRPDC Regional Chesapeake Bay Preservation and Coastal Resource Management Programs.

## **CITY OF HAMPTON**

1. Application to Chesapeake Bay Preservation District Review Committee

Staff Contact: Pat Thomas  
Chief Planner  
Department of Planning  
City of Hampton  
22 Lincoln Street  
Hampton, VA 23669  
1-727-6140  
1-727-6895 (FAX)

APPLICATION TO CHESAPEAKE BAY PRESERVATION DISTRICT  
REVIEW COMMITTEE

ROUTING  
ORIGINAL COPY

To be submitted to the Zoning Administrator  
Zoning Department, 3rd Floor  
Hampton City Hall  
22 Lincoln Street  
Hampton, VA 23669  
(804) 727-6270

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THIS SECTION TO BE COMPLETED BY APPLICANT

Applicant:  
Address:

Phone:  
Address of the property involved in this application:

Brief legal description of the property involved:

Property Owner (if not the same as Applicant):

Action Requested of Review Committee:

- \_\_\_\_ Resolution of SPI-CBPD boundary dispute  
\_\_\_\_ Modification of RPA buffer width for lots recorded prior to  
October 1, 1989  
\_\_\_\_ Modification or Exception to RPA buffer area requirements  
\_\_\_\_ Waiver of Stormwater Management Plan  
\_\_\_\_ Exception to Stormwater Management Plan requirements



I certify that this application, and the information outlined on  
the reverse side, is complete and accurate.

\_\_\_\_ Applicant \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ Owner (if different from Applicant) \_\_\_\_\_ Date \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY ZONING ADMINISTRATOR

- \_\_\_\_ All necessary information received  
\_\_\_\_ Fee received (Waiver of Stormwater Management Plan only)

\_\_\_\_ Zoning Administrator \_\_\_\_\_ Date \_\_\_\_\_

PLEASE PROVIDE FIVE (5) COPIES OF THE FOLLOWING WITH YOUR APPLICATION:

Plat of the subject property with all Resource Protection Area and Resource Management Area components identified; **AND**

Resolution of SPI-CBPD boundary dispute:

Applicant's proposed SPI-CBPD boundary

Modification of RPA buffer width for lots recorded prior to October 1, 1989:

Proof of recordation prior to October 1, 1989; and

Proposed plan of development, to include the location and dimensions of all buildings

Modification or Exception to RPA buffer area requirements:

Proposed plan of development, to include the location and dimensions of all buildings and improvements, and limits of land disturbance;

Description of the specific hardship imposed by the buffer area requirements; and

Water quality impact assessment, as described in the Stormwater Management and Erosion and Sediment Control Ordinances

Waiver of Stormwater Management Plan:

Proposed plan of development, to include the location and dimensions of all buildings and improvements, and limits of land disturbance;

Any additional information requested by the Department of Public Works (727-6388); and

Twenty-five dollar (\$25.00) application fee

Exception to Stormwater Management Plan requirements:

Proposed plan of development, to include the location and dimensions of all buildings and improvements, and limits of land disturbance;

Description of the specific hardship imposed by the buffer area requirements; and

Water quality impact assessment, as described in the Stormwater Management and Erosion and Sediment Control Ordinances

## CITY OF NORFOLK

### 1. Administrative Flow Charts

Sheet 1. Request for Site Plan Review  
Sheet 2. Site Plan Review Process  
Sheet 3. Subdivision Review Process  
Sheet 4. Request for Rezoning  
Sheet 5. Request for Fill Permit  
Sheet 6. Buffer Area Maintenance Process  
Sheet 7. Areas of Responsibility by Department and Division

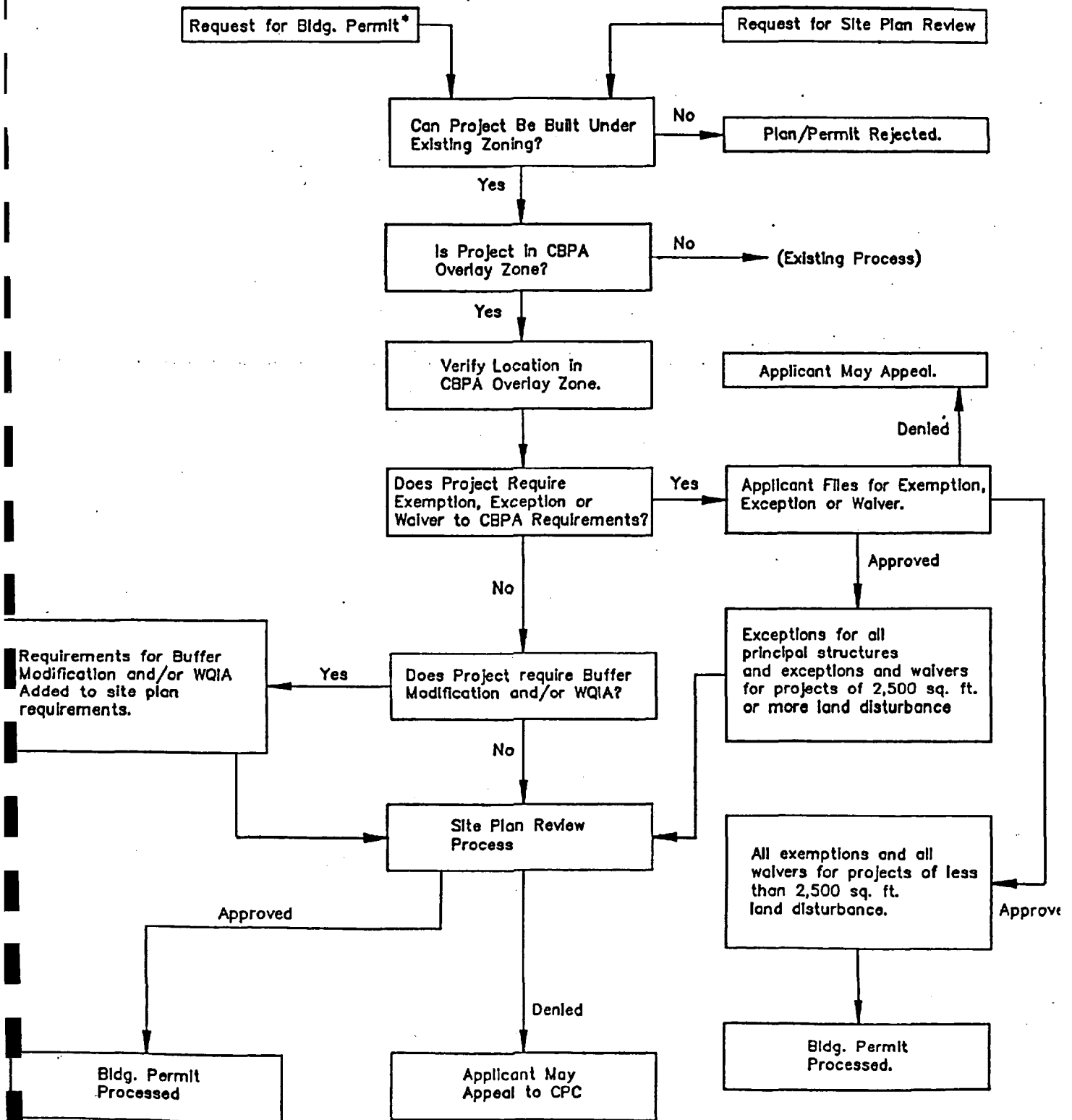
### 2. Initial Plan Review Checklist

### 3. Application for Building Activities Not Requiring Site Plan Review within the Chesapeake Bay Preservation Area

### 4. Site Plan Review Checklist

Staff Contact: Keith Cannady  
Division of Environmental Affairs  
Norfolk Department of Planning and Codes  
Administration  
403 City Hall Building  
Norfolk, Virginia 23501  
441-2152  
626-1969 (FAX)

# Sheet 1. Request for Building Permit or Site Plan Review

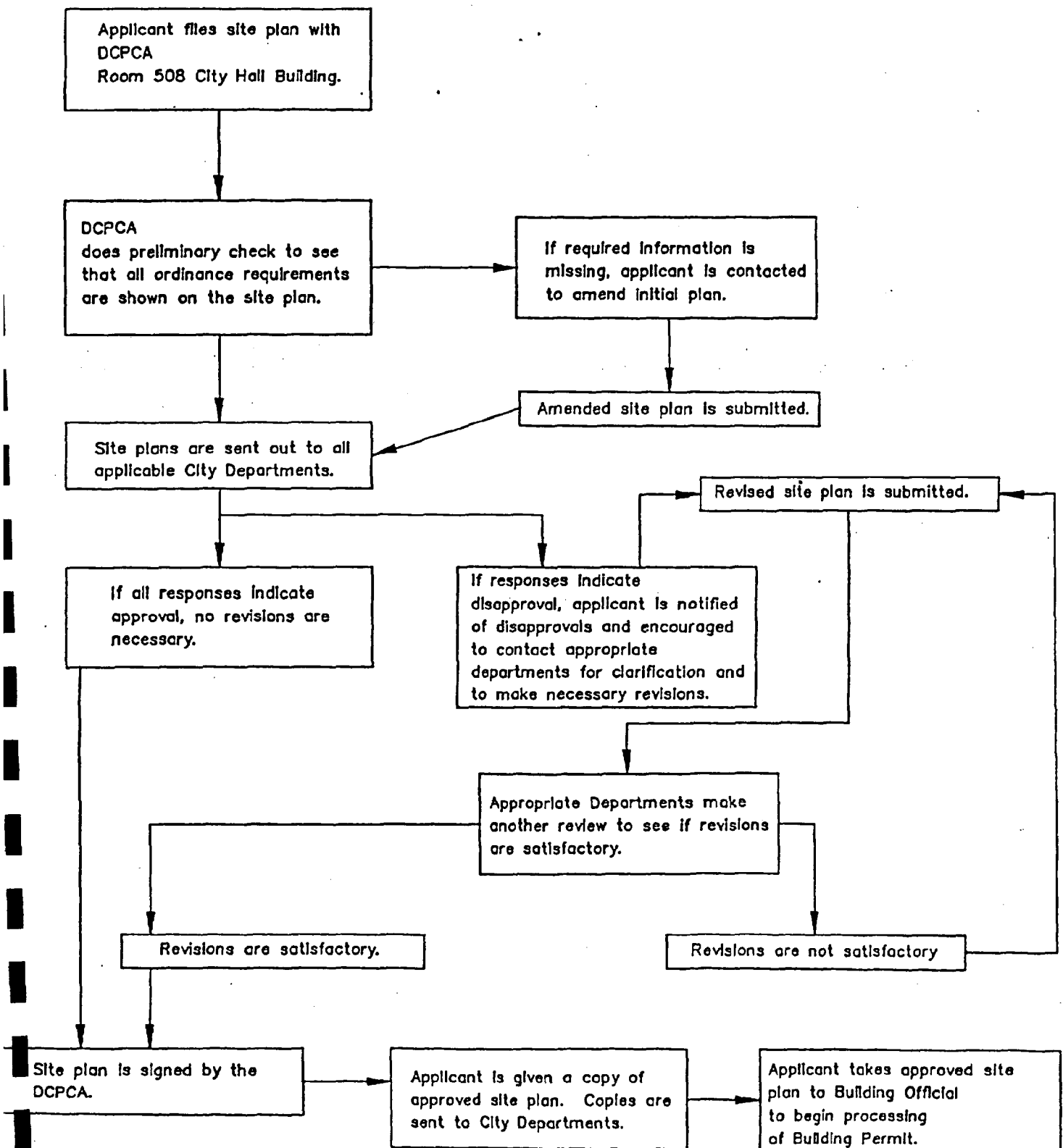


\*New structures (including detached garages, pools, etc.) and additions to the footprint of existing structures.

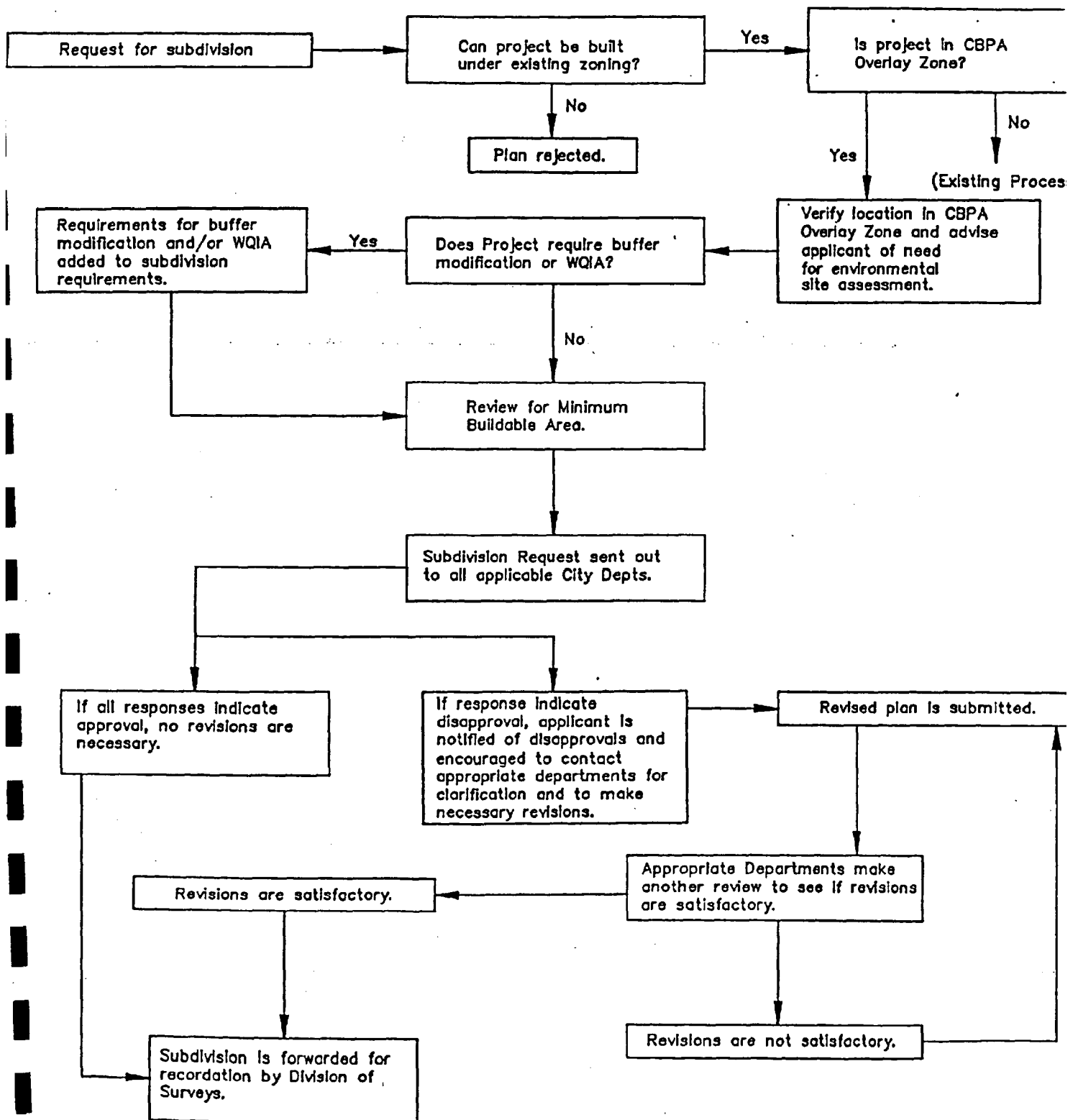
CBPA—Chesapeake Bay Preservation Area; CPC—City Planning Commission; WQIA—Water Quality Impact Assessment.



Sheet 2. Site Plan Review Process (current flow chart)

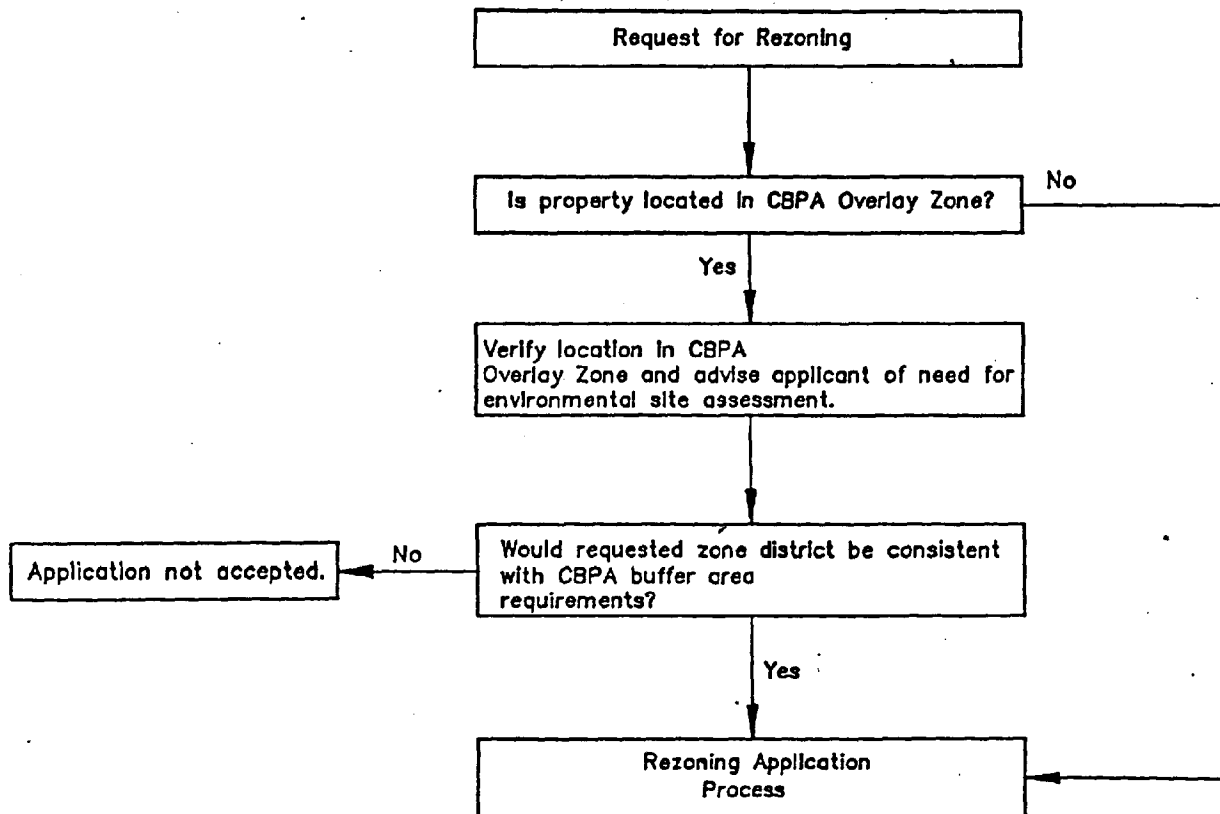


### Sheet 3. Subdivision Review Process

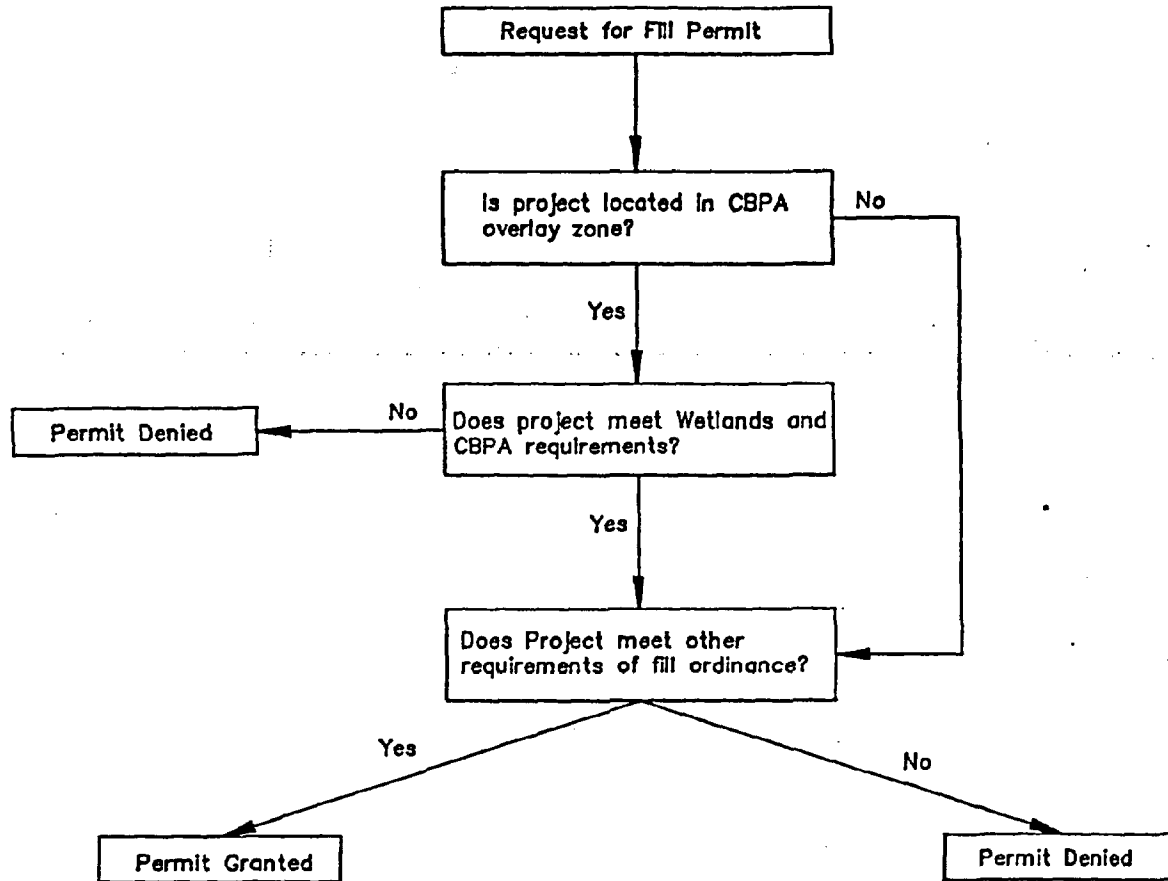


CBPA—Chesapeake Bay Preservation Area; WQIA—Water Quality Impact Assessment

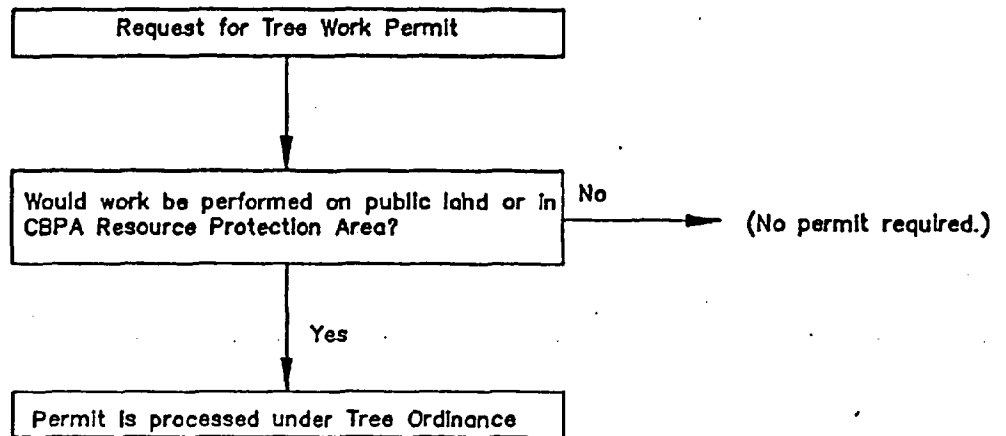
Sheet 4. Request for Rezoning



Sheet 5. Request for Fill Permit



Sheet 6. Buffer Area Maintenance Process \*



\* Maintenance of vegetation in the buffer area (pruning and removal) that is not part of the development process (e.g. bldg. permit, request for site plan review or subdivision, erosion and sediment control permit, fill permit, or wetlands permit.)

## **V. PROGRAM ADMINISTRATION**

### **Administrative Flow Charts:**

#### **Sheet 7. Responsibilities by Department and Division**

##### **Department of City Planning and Codes Administration**

###### **Division of New Construction (NC)**

1. Review site plans and building permits for adherence to E&S requirements.
2. Enforce E&S requirements.

###### **Division of Land Use Regulation (LR)**

1. Determine if project is located in CBPA overlay zone.
2. Determine if type of building permit requested will require CBPA program review.
3. Coordinate review of applications for exceptions and waivers to CBPA requirements under zoning ordinance as revised per CBPA requirements.
4. Coordinate site plan review process under site plan review ordinance as revised per CBPA requirements.
5. Coordinate subdivision review process under subdivision ordinance as revised per CBPA requirements.
6. Coordinate request for rezoning under zoning ordinance as revised per CBPA requirements.

###### **Division of Environmental Affairs (EA)**

1. Verify project location in CBPA overlay zone.
2. Determine if project requires exception or waiver to CBPA requirements. Provide technical input to exception/waiver application review by LR.
3. Determine if project requires buffer modification and/or Water Quality Impact Assessment.

Administrative Flow Charts:

Sheet 7. (continued)

4. Review site plan for adherence to buffer area requirements.
5. Ensure that necessary wetlands permits have been issued.
6. Coordinate (through periodic site plan review committee meeting) CBPA program element reviews of other depts./divisions and provide CBPA program sign-off to LR as part of site plan, subdivision, and rezoning reviews.

**Department of Public Works**

1. Review site plan and subdivision requests for adherence to stormwater management requirements.
2. Review site plans for adherence to E&S requirements.
3. Enforce stormwater requirements (construction specifications and maintenance requirements) and E&S requirements.
4. Provide technical input to EA in review of exceptions/waivers.

**Department of Parks and Recreation**

1. Review site plans for adherence to landscape requirements.
2. Coordinate buffer maintenance process under Tree Ordinance as revised per CBPA requirements.

**Department of Public Health**

1. Review site plans for adherence to on-site septic system requirements.
2. Coordinate on-site septic system pump-out requirements under City ordinance as revised per CBPA requirements.

INITIAL PLAN REVIEW CHECKLIST - DIVISION OF ENVIRONMENTAL AFFAIRS

Address \_\_\_\_\_

Type of Construction \_\_\_\_\_

Applicant \_\_\_\_\_

Date Plans Received (from log book) \_\_\_\_\_

checked by \_\_\_\_\_ date \_\_\_\_\_

CBPA MAP VERIFICATION -----

Topo Sheet# \_\_\_\_\_ House Plat# \_\_\_\_\_

In CBPA (RPA, RMA, IDA any comments) \_\_\_\_\_

Not in CBPA (comments) \_\_\_\_\_

checked by \_\_\_\_\_ date \_\_\_\_\_

SITE INSPECTION/VERIFICATION -----

Met With \_\_\_\_\_ Date \_\_\_\_\_

Buffer Area Notes (in 50' or 100' buffer area, etc.) \_\_\_\_\_

BMP Notes \_\_\_\_\_

E&S Notes \_\_\_\_\_

Fill Notes \_\_\_\_\_

Tree Permit Notes \_\_\_\_\_

checked by \_\_\_\_\_ date \_\_\_\_\_

FOLLOW UP -----

Return to Bldg. Official \_\_\_\_\_ Not in CBPA \_\_\_\_\_

Submitted for Site Plan Review \_\_\_\_\_ Other \_\_\_\_\_



Proposed project (Describe fully all work to be performed on the site. If additional space is needed please attach sheets to this application):

# Application for Building Activities Not Requiring Site Plan Review within the Chesapeake Bay Preservation Area

## TYPE OF APPLICATION:

- ☐ Waiver for Addition to Non-Conforming Structure
- ☐ Exemption for Public Road/Railroad/Utility
- ☐ Exemption for Water Well/Passive Recreational Facility
- ☐ Accessory Structure
- ☐ Addition to Conforming Structure
- ☐ Shoreline Stabilization Structure

Note: These applications are for projects with less than 2,500 square feet of land disturbance. Projects with greater disturbance may be required to go through the site plan review process.

## APPROVALS:

### 1. Stormwater Performance Standards

- ☐ Review Required Date: \_\_\_\_\_
- ☐ No Review Required (See Comments)
- ☐ Standards Satisfied (Public Works Review Form Attached)
- ☐ Not Applicable (See Comments)

Comments: \_\_\_\_\_

### 2. Fill Permit Requirements

- ☐ Review Required Date: \_\_\_\_\_
- ☐ No Review Required (See Comments)
- ☐ Requirements Satisfied (Public Works/Envir. Affairs Review Form Attached)
- ☐ Not Applicable (See Comments)

Comments: \_\_\_\_\_

### 3. Erosion and Sediment Control Requirements

- ☐ Review Required Date: \_\_\_\_\_
- ☐ No Review Required (See Comments)
- ☐ Requirements Satisfied (Review Form Attached)
- ☐ Not Applicable (See Comments)

Comments: \_\_\_\_\_

### 4. Tree Permit Requirements

- ☐ Review Required Date: \_\_\_\_\_
- ☐ No Review Required (See Comments)
- ☐ Requirements Satisfied (Parks and Recreation Review Form Attached)
- ☐ Not Applicable (See Comments)

Comments: \_\_\_\_\_

The proposed project and approvals by appropriate City departments have been reviewed and found to be consistent with the purposes and intent of the City's Chesapeake Bay Preservation Areas Program.

Environmental Affairs \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Approval: Granted \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Zoning Administrator \_\_\_\_\_

Building Permit Application Returned for Zoning Review: Date \_\_\_\_\_

# Site Plan Review Checklist - Division of Environmental Affairs

October 30, 1990

1. Environmental Features as part of Environmental Site Assessment (Where applicable - contact Keith Cannady, Division of Environmental Affairs (441-2152) to determine which features need to be shown on specific site plans.)
  - a. Tidal Wetlands;
  - b. Tidal Shores;
  - c. Nontidal wetlands connected by surface flow and contiguous to tidal wetlands or tributary streams;
  - d. A 100-foot and 50-foot buffer area (setback) from the features listed above;
  - e. The RMA (Resource Management Area) and IDA (Intensely Developed Area);
  - f. Coastal-primary sand dune.

(Note: Wetlands delineation shall be performed consistent with the procedures specified in the Federal Manual for Identifying and Delineating Jurisdictional Wetlands. Wetlands line shall be labeled "Limit of CBPA Wetlands." Turning points in the delineation line shall be referenced to existing landmarks on the site to allow field verification by the division of environmental affairs. Environmental features shall be drawn at the same scale as the site plan and certified as complete by a professional engineer, certified land surveyor or a certified landscape architect.)

2. Information to determine if applicant needs to prepare Water Quality Impact Assessment (WQIA):
  - a. Total square footage of land disturbance (construction footprint).

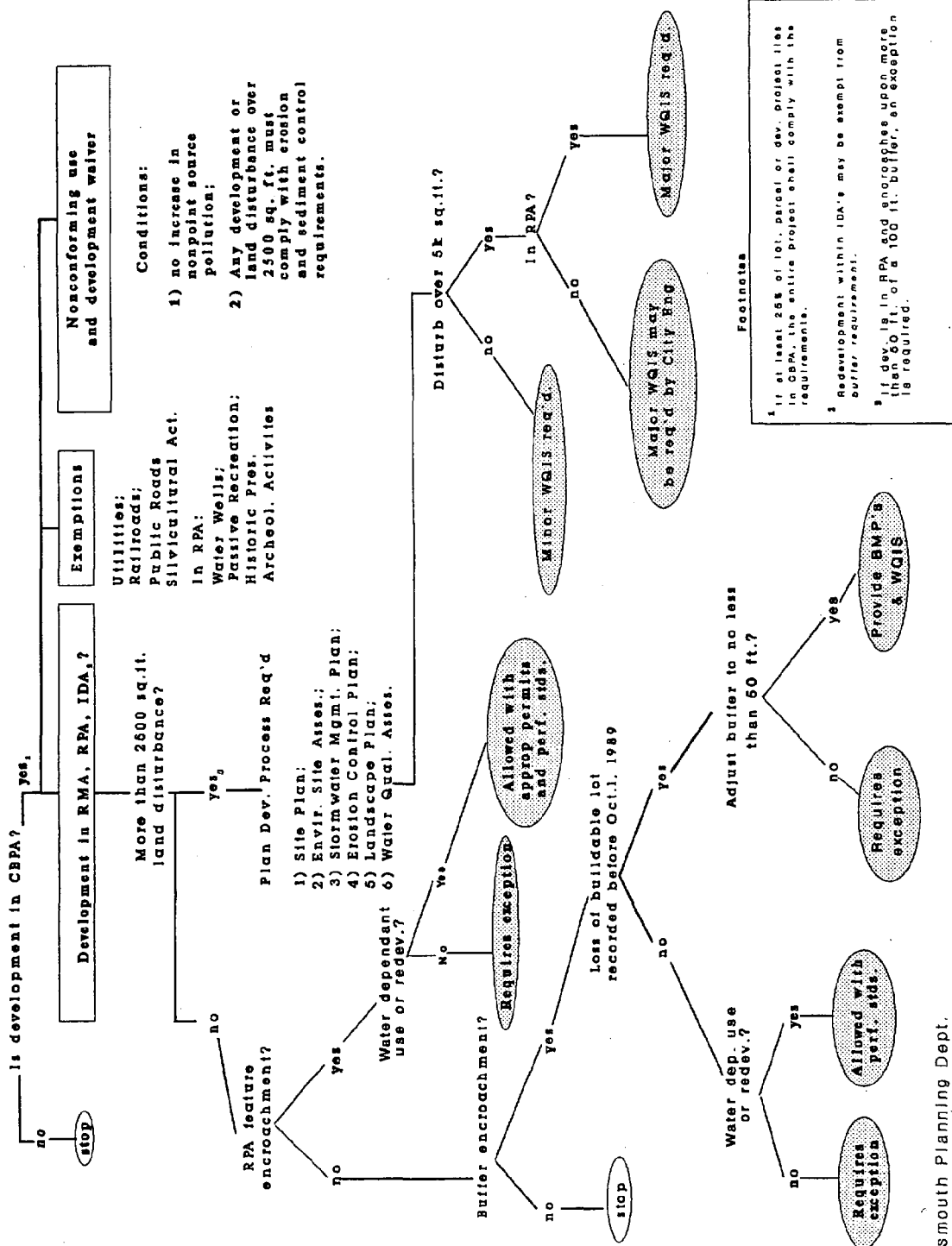
## CITY OF PORTSMOUTH

1. Chesapeake Bay Preservation Ordinance Decision Tree
2. Plan of Development Process Checklist
3. Application for Exception
4. Application for Non-Conforming Use and Development Waiver
5. BMP Guidance Calculation Procedure
  - New Development
  - Redevelopment
  - Buffer Encroachment
  - Waiver for Non-Conforming Use

Staff Contact:       Martha Little  
                          Chesapeake Bay Planner  
                          Planning Department  
                          P.O. Box 820  
                          Portsmouth, VA 23705  
                          393-8836  
                          393-5230 (FAX)

# Chesapeake Bay Preservation Ordinance Decision Tree

(Chapter 9, Code of City of Portsmouth)



HRPDC  
ROUTING  
ORIG. Alt COP  
JMC  
WPK  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE CITY OF PORTSMOUTH'S

PLAN OF DEVELOPMENT PROCESS CHECKLIST

CHESAPEAKE BAY PRESERVATION AREA ORDINANCE

The following information is required by the Plan of Development Process:

1. SITE PLAN or SUBDIVISION PLAT

\_\_\_\_\_ A site plan in accordance with the provisions of the Zoning Ordinance; or a subdivision plat in accordance with the provisions of Chapter 33

2. ENVIRONMENTAL SITE ASSESSMENT

\_\_\_\_\_ Tidal Wetlands (Wetlands delineations shall be performed consistent with the procedures specified in the Federal Manual for Identifying and Delineating Jurisdictional Wetlands)  
\_\_\_\_\_ Tidal shores  
\_\_\_\_\_ Nontidal Contiguous Wetlands  
\_\_\_\_\_ 100' Buffer  
\_\_\_\_\_ Other sensitive environmental features

3. LANDSCAPE PLAN (Landscape plans shall be prepared and certified by design professionals.)

\_\_\_\_\_ Existing and Proposed Vegetation--location, size and description  
\_\_\_\_\_ Trees to be removed in buffer--access, shoreline stabilization, BMP's, etc.  
\_\_\_\_\_ Grade changes which affect trees/vegetation (existing and proposed grades)  
\_\_\_\_\_ Proposed plantings to mitigate for that removed  
\_\_\_\_\_ Vegetation maintenance proposals

4. STORMWATER MANAGEMENT PLAN

\_\_\_\_\_ Procedures for implementing non-structural stormwater control practices  
\_\_\_\_\_ Pre- and Post-development pollutant loadings in stormwater runoff  
\_\_\_\_\_ Engineering calculations will follow Portsmouth's standards  
\_\_\_\_\_ Location of proposed stormwater control devices  
\_\_\_\_\_ Certification of structural soundness of facilities  
\_\_\_\_\_ Maintenance agreement for long term schedule for inspection and maintenance

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5. EROSION AND SEDIMENT CONTROL PLAN

- \_\_\_\_\_ Limitations of areas of disturbance
- \_\_\_\_\_ Delineation of protected areas
- \_\_\_\_\_ Construction staging areas
- \_\_\_\_\_ Tree and vegetation protection
- \_\_\_\_\_ Septic system primary and reserve drainfields

6. WATER QUALITY IMPACT ASSESSMENT--for any proposed development within an RPA, including any buffer area modification or reduction and any development in a RMA as deemed necessary by the City Engineer. There are two levels of water quality impact assessments: minor assessment and major assessment.

- (1) Minor Water Quality Impact Assessment--for development within an RPA which causes no more than 5,000 sf. of land disturbance

\_\_\_\_\_ Must prove that remaining buffer area and BMP's will result in removal of no less than 75% of sediments and 40% of nutrients from post-development stormwater runoff

- (2) Major Water Quality Impact Assessment--for development exceeding 5,000 sf. land disturbance within RPA or development located in RMA and deemed necessary by City Engineer

\_\_\_\_\_ Description of existing topography, soils, hydrology and geology of site and adjacent land

\_\_\_\_\_ Impact of proposed development on above elements

\_\_\_\_\_ Indication of disturbance of wetlands and justification for such action

\_\_\_\_\_ Indication of disruption to existing supply of water to wetland, streams, lakes, rivers and other water bodies, including hydrological circulation patterns

\_\_\_\_\_ Source location and description of fill material, dredge material and dumping areas for such materials

\_\_\_\_\_ Location of and impacts of shellfish beds, submerged aquatic vegetation, and fish spawning areas

\_\_\_\_\_ Proposed mitigation measures for the potential hydrogeological impacts

\_\_\_\_\_ Landscape element that describes the potential measures for mitigation of water quality and land impacts within CBPA's

APPLICATION FOR EXCEPTION  
CHESAPEAKE BAY ORDINANCE  
As Provided by Section 9.1-14  
Portsmouth City Code

1. NAME OF APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS OF APPLICANT: \_\_\_\_\_
2. NAME OF PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS OF PROPERTY OWNER: \_\_\_\_\_
3. LOCATION OF PROPERTY: \_\_\_\_\_
4. LEGAL DESCRIPTION: TAX MAP: \_\_\_\_\_ PARCEL: \_\_\_\_\_  
SIZE: \_\_\_\_\_
5. PROPOSED USE OF PROPERTY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. EXPLAIN REQUEST: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. IDENTIFY THE IMPACTS OF THE PROPOSED EXCEPTION ON WATER  
QUALITY AND ON LAND IN RESOURCE PROTECTION AREA: Water  
Quality Impact Assessment must comply with provisions of  
Section 9.1-11(F) of the Portsmouth City Code. (attached)
8. ATTACH A SURVEY OR PLAT PLAN SHOWING THE DIMENSIONS OF THE  
PROPERTY TO SCALE, CONTOUR ELEVATION, LOCATION OF EXISTING  
AND PROPOSED BUILDINGS, BOUNDARY OF RESOURCE PROTECTION AREA.
9. APPLICATION FEE: \$100.00 (attach)
10. \_\_\_\_\_  
SIGNATURE OF APPLICANT

-----  
Administrative Use

Application Accepted by: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_  
Sign Posted: \_\_\_\_\_  
Advertised: \_\_\_\_\_  
Planning Commission Action: Approved \_\_\_ Denied \_\_\_ Date: \_\_\_\_\_  
Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



APPLICATION FOR NONCONFORMING USE  
AND DEVELOPMENT WAIVER  
As Provided by Section 9.1-12,  
Portsmouth City Code

1. NAME OF APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS OF APPLICANT: \_\_\_\_\_
2. NAME OF PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS OF PROPERTY OWNER: \_\_\_\_\_
3. ADDRESS AND LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_  
\_\_\_\_\_
4. PROPOSED USE OF PROPERTY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. ATTACH A SURVEY OR PLAT PLAN SHOWING THE DIMENSIONS OF THE  
PROPERTY, TO SCALE, LOCATION OF EXISTING BUILDINGS OR  
STRUCTURES AND PROPOSED ADDITIONS, AND BOUNDARY OF RESOURCE  
PROTECTION AREA.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

PLANNING CLEARANCE

\_\_\_\_\_  
Planner

\_\_\_\_\_  
Date

CERTIFICATION BY THE CITY ENGINEER

THE CITY ENGINEER CERTIFIES THAT:

- a. There will be no increase in nonpoint source pollution  
load from the proposed remodeling and alteration or  
addition to the nonconforming structure(s).
- b. Any development or land disturbance exceeding an area of  
2,500 square feet complies with all erosion and sediment  
control requirements of this Chapter.

CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
Date

APPROVAL:

\_\_\_\_\_  
Zoning Administrator or Designee

\_\_\_\_\_  
Date

\*This nonconforming use and development waiver is void one year  
from date of issuance if no substantial work has commenced.

# BMP GUIDANCE CALCULATION PROCEDURE CITY OF PORTSMOUTH

## A. NEW DEVELOPMENT

### 1. COMPILE SITE SPECIFIC DATA & POST DEVELOPMENT

Area Total \_\_\_\_\_ Acres

Impervious Area ( $I_a$ )	structures	_____	sf
	roadway	_____	sf
	parking lot	_____	sf
	driveway	_____	sf
	other	_____	sf
	TOTAL	_____	sf

TOTAL  $I_a$  = TOTAL ÷ 43560 = \_\_\_\_\_ Acres

$I_{site} = (TOTAL I_a / A) \times 100 = \underline{\hspace{2cm}}$  (ROUND TO WHOLE NO.)

$I_{min}$  (From Table 1) \_\_\_\_\_

USE GREATER OF 2 VALUES \_\_\_\_\_ =  $I_{site}$

### 2. PORTSMOUTH AVERAGE LAND CONDITIONS

$I_{watershed} = 16\%$

3. If  $I_{site} \leq 16\%$ , STOP & submit analysis to this point.  
If  $I_{site} > 16\%$ , continue.

### 4. CALCULATE PREDEVELOPMENT LOAD ( $L_{pre}$ )

$L_{pre} = 0.463 \times A = \underline{\hspace{2cm}}$  lbs. per year

(A = area of site in acres)

5. CALCULATE POST DEVELOPMENT LOAD ( $L_{post}$ )

$$L_{post} = 2.388 [0.05 + (0.009 I_{site})] A$$

(Assumes  $C_{post} = 0.26 \text{ mg/Liter}$ )

$$L_{post} = \text{_____ pounds/year}$$

6. CALCULATE THE POLLUTANT REMOVAL REQUIREMENT (RR)

$$RR = L_{post} - L_{pre}$$

$$\text{_____} - \text{_____} = \text{_____ pounds per year}$$

7. DETERMINE OVERALL BMP EFFICIENCY REQUIRED (%RR) WHEN SELECTING BMP OPTIONS:

a. ENTIRE SITE FLOWS INTO BMP

$$\%RR = (RR / L_{post}) \times 100$$

$$= (\text{_____} / \text{_____}) 100$$

$$= \text{_____} \%$$

b. PORTION OF SITE FLOWS INTO BMP

$$\%RR = \left( \frac{RR}{L_{post} \times \frac{\% \text{Site Served}}{100}} \right) 100$$

$$= \left( \frac{\text{_____}}{\text{_____} \times \frac{\text{_____}}{100}} \right) 100$$

$$= \text{_____} \%$$

# BMP GUIDANCE CALCULATION PROCEDURE CITY OF PORTSMOUTH

## B. REDEVELOPMENT

### 1. COMPILE SITE SPECIFIC DATA:

	PREDEVELOPMENT	POSTDEVELOPMENT
AREA TOTAL (A) ACRES	_____	_____
AREA IMPERVIOUS: (I <sub>a</sub> )		
structures	_____ square feet	_____ square feet
roadway	_____ sf	_____ sf
driveways	_____ sf	_____ sf
parking lot	_____ sf	_____ sf
sidewalk	_____ sf	_____ sf
other	_____ sf	_____ sf
TOTAL	_____ sf	_____ sf
sf ÷ 43560 =	_____ Acres (I <sub>a</sub> )	_____ Acres (I <sub>a</sub> )
	PREDEVELOPMENT	POSTDEVELOPMENT

$$I_{site} = (TOTAL I_a / A) \times 100 \quad \text{_____ \%} \quad \text{_____ \%}$$

$$R_v = 0.05 + (0.009 \times I_{site}) \quad \text{_____ UNITLESS} \quad \text{_____ UNITLESS}$$

$$\begin{aligned} \text{If } I_{site} > 20, C &= 1.08 \text{ mg/l} \quad \text{_____} = C_{pre} \quad \text{_____} = C_{post} \\ I_{site} < 20, C &= 0.26 \text{ mg/l} \end{aligned}$$

### 2. CALCULATE PREDEVELOPMENT LOAD (L<sub>pre</sub>)

$$L_{pre} = 9.18 \times R_v(pre) \times C_{pre} \times A = \text{_____ lbs./year phosphorus}$$

$$L_{pre} = 9.18 \times \text{_____} \times \text{_____} \times \text{_____} = \text{_____ lbs./year}$$

### 3. CALCULATE POSTDEVELOPMENT LOAD (L<sub>post</sub>)

$$L_{post} = 9.18 \times R_v(post) \times C_{post} \times A$$

$$L_{post} = 9.18 \times \text{_____} \times \text{_____} \times \text{_____} = \text{_____}$$

## 4. CALCULATE POLLUTANT REMOVAL REQUIREMENT (RR)

$$RR = L_{\text{post}} - (0.9 \times L_{\text{pre}})$$

$$RR = \underline{\hspace{2cm}} - \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \text{ lbs/year}$$

## 5. DETERMINE OVERALL BMP EFFICIENCY REQUIRED

(% RR) AS A GUIDE TO SELECTING APPROPRIATE

BMP OPTIONS: (A) 100% OF SITE TO A BMP:

$$\%RR = (RR / L_{\text{post}}) \times 100$$

$$= (\underline{\hspace{1cm}} / \underline{\hspace{1cm}}) \times 100$$

$$= \underline{\hspace{2cm}} \%$$

(B) LESS THAN 100% OF SITE SERVED BY BMP

$$\%RR = \left( \frac{RR}{L_{\text{post}} \times \frac{\% \text{ SITE SERVED}}{100}} \right) 100$$

$$\%RR = \left( \frac{\underline{\hspace{2cm}}}{\underline{\hspace{2cm}} \times \frac{\underline{\hspace{2cm}}}{100}} \right) 100$$

$$\%RR = \underline{\hspace{2cm}} \%$$

# BMP GUIDANCE CALCULATION PROCEDURE CITY OF PORTSMOUTH

## C. BUFFER ENCROACHMENT

### 1. COMPILE SITE SPECIFIC DATA

TOTAL AREA (A) \_\_\_\_\_ Acres

AREA IMPERVIOUS: ( $I_a$ )	structures	_____	square feet
	driveways	_____	sf
	roads	_____	sf
	other	_____	sf
	TOTAL	_____	sf

TOTAL  $I_a \div 43560 =$  \_\_\_\_\_ Acres

$I_{site} = (I_a/A) \times 100 =$  \_\_\_\_\_ % (ROUND TO WHOLE #)

$I_{MN}$  (FROM TABLE 1) \_\_\_\_\_ %

USE GREATER OF 2 VALUES \_\_\_\_\_ =  $I_{site}$

2.  $I_{watershed} = 16\%$

IF  $I_{site} \leq 16$ , NO ONSITE BMP'S REQ'D IN ADDITION TO THOSE FOR BUFFER ENCROACHMENT.

IF  $I_{site} > 16$ , SEE "A" NEW DEVELOPMENT FOR ADDITIONAL BMP REQUIREMENTS.

### 3. CALCULATE POST DEVELOPMENT LOAD ( $L_{post}$ )

$$L_{post} = 9.18 [0.05 + (0.009 I_{site})] C_{post} A$$

If  $I_{site} < 20$ ,  $C_{post} = 0.26$

If  $I_{site} > 20$ ,  $C_{post} = 1.08$

$L_{post} =$  \_\_\_\_\_ pounds/year

### 4. 100' BUFFER STRIP REMOVES 40% OF POLLUTANTS

$$0.40 \times L_{post} = \text{_____ lbs/year} = \text{BSR}$$

## 5. FIND BUFFER ENCROACHMENT FRACTION (BEF)

$$\text{BUFFER ENCROACHMENT} = \underline{\hspace{2cm}} = f = (\text{BE})$$

$$\text{TOTAL BUFFER SIZE} = \underline{\hspace{2cm}} = F = \text{TB}$$

$$\text{BE/TB} = \text{BEF}$$

$$\underline{\hspace{2cm}} \div \underline{\hspace{2cm}} = \underline{0.} = \text{BEF}$$

## 6. LOAD TO BE REMOVED TO COMPENSATE FOR BUFFER LOSS:

$$\text{BEF} \times \text{BSR} = R_{\text{ENCROACH}}$$

$$\underline{\hspace{2cm}} \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \text{ lbs./year to be removed by BMP.}$$

## 7. IF BMP'S ARE REQUIRED DUE TO % IMPERIOUSNESS OF SITE (STEP 2), ADD LBS./YEAR TO BE REMOVED FROM SECTION "A," NEW DEVELOPMENT, OR SECTION "B," REDEVELOPMENT.

$$\underline{\hspace{2cm}} \text{ lbs./year}$$

## 8. ADD LOADING IN #6 AND #7 TO GET TOTAL POLLUTANT LOAD REMOVAL REQUIRED.

$$\underline{\hspace{2cm}} + \underline{\hspace{2cm}} = \underline{\hspace{2cm}} \text{ lbs. per year} = \text{TRR}$$

## 9. DETERMINE OVERALL BMP EFFICIENCY REQUIRED

(% RR) WHEN SELECTING BMP OPTIONS:

a. buffer encroachment only

$$\% \text{RR} = (R_{\text{encroach}} / \text{BSR}) \times 100 = ( \quad / \quad ) \times 100 = \underline{\hspace{2cm}} \%$$

b. buffer encroachment plus other BMPs

$$\% \text{RR} = (\text{TRR} / (L_{\text{post}} + \text{BSR})) \times 100$$

$$= \left( \frac{\hspace{2cm}}{\hspace{2cm} + \hspace{2cm}} \right) \times 100 = \underline{\hspace{2cm}} \%$$

COMPLIANCE

10. AREA SERVED BY BMP THAT IS REQUIRED TO  
REMOVE EQUIVALENT POLLUTANTS ( $A_{SERVED}$ )

$$A_{SERVED} = \frac{R_{encroach} \times \text{Site Area}}{L_{post} \times \text{BMP EFFICIENCY}}$$

$R_{encroach}$  in lbs./yr.

Site Area in sf

$L_{post}$  in lbs./yr.

BMP EFFICIENCY in  $\frac{\%}{100}$

$$\frac{\quad \times \quad}{\quad \times \quad} = \quad \text{square feet}$$

11. BMP LAYOUT:

CHECK: CONTRIBUTING AREA =

12. REQUIRED TRENCH SIZE, BASED ON FIRST FLUSH,  
VOID RATIO = 0.3

(BE FROM STEP 5)

$$\text{VOLUME} = \frac{BE}{7.2}$$

$$V = \frac{\quad}{7.2} = \quad \text{CUBIC FT.}$$

TRENCH DIMENSIONS:  $\quad \times \quad \times \quad = \quad \text{FT}^3$



D. COMPLIANCE

1. SELECT BMP OPTIONS & CALCULATE LOAD REMOVED FOR EACH OPTION.

BMP OPTION & LOCATION      REMOVAL EFFICIENCY      X       $\frac{\% \text{ SITE SERVED BY BMP}}{100}$       X       $L_{\text{post}}$  (lbs./year) =      LOAD REMOVED (LB/YR)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL = \_\_\_\_\_

2. TOTAL REMOVAL REQUIREMENT (RR) = \_\_\_\_\_

3. IF TOTAL LOAD REMOVED BY BMP'S > RR, CRITERIA ARE SATISFIED

- 4 NOTES:
- a. Removal efficiency obtained from table 2. (FRACTION)
  - b. % site served by BMP is area draining into BMP ÷ total site area (FRACTION)
  - c. For buffer encroachment, use BSR rather than  $L_{\text{post}}$ .
  - d. Removal efficiency &  $L_{\text{post}}$  are fixed. To increase load removed, increase % site served.
5. NEXT, return to table 2 and calculate size of BMP

## STRUCTURAL BMPs FOR CHESAPEAKE BAY ACT

BMP

AVE. PHOSPHORUS  
REMOVAL EFFICIENCY

## A. EXTENDED DETENTION

DESIGN 1 Capture first flush volume served by BMP. 20%  
(1/2" per impervious acre). Detain for 6-12 hours.

DESIGN 2 Capture volume of 1" rain over entire site served by BMP. Detain for 24 hours. 30%

DESIGN 3 Same as design 2, but with a shallow marsh in its bottom. 50%

## B. WET POND

DESIGN 4 Permanent pool storage = 0.5" rain per impervious acre served by BMP. 35%

DESIGN 5 Permanent pool = 2.5 times mean storm runoff. 40-45%

DESIGN 6 Permanent pool = 4.0 times mean storm runoff. Approx. equals 2 weeks retention. 50%

## C. INFILTRATION

DESIGN 7 Capacity to store first flush volume (1/2" / imp. acre) 50%  
Exfiltrate in 3 days.  $V = \text{IMPERVIOUS AREA} \times \frac{1}{2} \times \frac{1}{12} \times 43560$   
SERVED BY BMP

DESIGN 8 Capacity to store 1" per acre of area served by BMP. 65%  
Exfiltrate in 3 days.  $V = 1.0 \times R_v \times A_{\text{imp}} \times 43560 \div 12 = \text{FT}^3$

DESIGN 10 Capacity to store 2 year storm volume 70%  
(Use time of concentration of area served by BMP).

$$C = (.05 + .009 I) \quad Q = C I A \quad \text{RAINFALL AMT} = 2.5 \times t_c \times Q / 2 = R$$

$$V = R \times A \times 43560 / 12 \quad (I = 126.3 / (17.3 + t_c))$$

DESIGN 14 Grassed swale using check dams 10-20%

$$(R_v = 0.05 + 0.009 I_{\text{imp}})$$

FOR REFERENCES, SEE P. C-11,  
CBLAD LOCAL ASSISTANCE MANUAL  
SEE P. 5.17 FOR INFILTRATION RATES

(TO CHECK AGAINST COMPUTER)

GIVENS:  $\frac{1}{2}$  ACRE SITE, 50% OF WHICH IS IMPERVIOUS  
 40% OF SITE IS SERVED BY BMP  
 SOIL: LOAM = 0.52 IN/HR WATERTABLE = 4' BELOW SURFACE  
 TRENCH TO EXFILTRATE IN 72 HRS.  
 USE VOID RATIO OF STONE = 0.40

DESIGN 7  $\frac{1}{2}$ "/impervious acre

$$V = .4 \times .5 \times \frac{1}{2} \times \frac{1}{12} \times 43560 = 363 \text{ FT}^3 \text{ RUNOFF}$$

$$363 \div .4 = 907.5 \text{ FT}^3 \text{ STONE REQUIRED}$$

$$\text{MAX DEPTH: } .52 \times 72 \times 2.5 = 93.6 \text{ " DEEP}$$

$$\text{MIN DEPTH (RAIN W/IN 5 HRS)} .52 \times 8 \times 2.5 = 10.4 \text{ " DEEP}$$

SINCE WATERTABLE IS AT 4', SET DEPTH AT 2' ABOVE WATER TABLE

$$\frac{907.5}{2} = 453.75 \quad \sqrt{453.75} = 21.3'$$

$$\text{DRAIN} = 2 \times 21.3 \times 21.3$$

DESIGN 8 1" per acre

$$V = 1.0 \times (0.05 + (0.009(50))) \times \frac{1}{2} \times \frac{1}{2} \times 43560 / 12 = 453.75$$

$$453.75 \div .4 = 1134.4 \text{ FT}^3 \text{ STONE REQ'D.}$$

$$\text{MAX DEPTH} = 93.6 \quad \text{MIN DEPTH} = 10.4'$$

$$\text{SET DEPTH AT 2' SIZE} = 23.8' \times 23.8' \times 2'$$

DESIGN 10 2 YEAR STORM OVER ENTIRE SITE

$$C = (.05 + .009(50)) = .41 \quad t_c = 5 \text{ min } \therefore t_2 = 5.66$$

$$A = \frac{1}{2} \text{ AC} / 2 = \frac{1}{4} \text{ ACRE} \quad Q = (.41) 5.66 (.25) = 0.58 \text{ CFS}$$

$$R = 2.5 \times t_c \times Q / 2 = 3.625"$$

$$V = \frac{1}{4} \times 43560 \times 3.625 / 12 = 3289$$

$$.40 \times 3289 = 8222.5 \text{ FT}^3$$

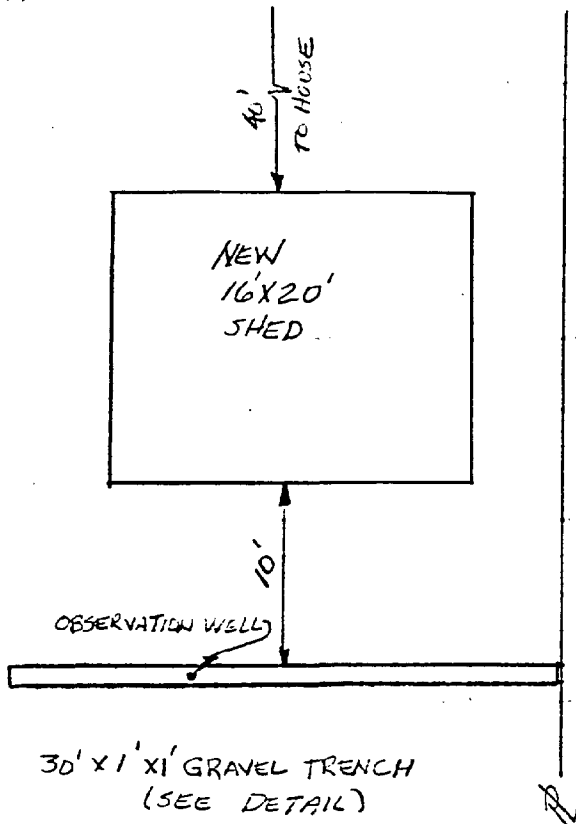
$$D = 2' \quad W = 64.1'$$

$$\text{SIZE} = 2' \times 64.1' \times 64.1'$$

4732 MALLARD CRESSCENT

RMP DESIGN

12-14-90



DATE

PORTSMOUTH  
WORKSHEET

PROJECT

WAIVER FOR NON-CONFORMING USE (NO NET INCREASE)

1. TOTAL AREA OF SITE \_\_\_\_\_ Acres (A)

TOTAL IMPERVIOUS AREAS ( $I_a$ )

	PREADDITION		POSTADDITION	
structures	_____	sf	_____	sf
pavement	_____	sf	_____	sf
deck	_____	sf	_____	sf
other	_____	sf	_____	sf
TOTAL	_____		_____	

$$sf \div 43560 = \text{_____ Acres}$$

$$= I_{a \text{ pre}}$$

$$\text{_____ Acres}$$

$$= I_{a \text{ post}}$$

2.  $I_{site \text{ pre}} = (TOTAL I_a / A) \times 100$  \_\_\_\_\_ %  
 (ROUND TO WHOLE NUMBER) \_\_\_\_\_ % =  $I_{site \text{ (post+)}}$

If  $I_{site} > 20$ ,  $C = 1.08 \text{ mg/l}$  USE  $I_{post}$  TO DETERMINE  $C$   
 $I_{site} < 20$ ,  $C = 0.26 \text{ mg/l}$   $C =$  \_\_\_\_\_

3. FIND PREADDITION LOAD:

$$L_{pre} = 9.18 [0.05 + (0.009 I_{site \text{ (pre)}})] C \times A = \text{_____ lbs./yr.}$$

4. FIND POST ADDITION LOAD:

$$L_{post} = 9.18 [0.05 + (0.009 I_{site \text{ (post+)}})] C \times A = \text{_____ lbs./yr.}$$

5. FIND NET INCREASE IN NPS POLLUTANT LOADING

$$RR = L_{post} - L_{pre} = \text{_____ lbs./year}$$

6. DETERMINE OVERALL BMP EFFICIENCY REQUIRED (%RR)  
 AS A GUIDE TO SELECTING APPROPRIATE BMP:

$$\%RR = (RR / L_{post}) \times 100\%$$

$$= \left( \frac{\text{_____}}{\text{_____}} \right) \times 100$$

$$= \text{_____ \%}$$

ATTACH THIS SHEET  
 TO SITE PLAN &  
 BMP DESIGN

ENGINEER \_\_\_\_\_

22-141 50 SHEETS  
 22-142 100 SHEETS  
 22-144 200 SHEETS



## CITY OF VIRGINIA BEACH

1. Roles and Responsibilities of the Chesapeake Bay Preservation Area Review Committee
2. Items Requiring Permits, Review and Variances
3. Pre-Submittal Meeting Checklist/Comments
4. Plan of Development Review Process
5. Water Quality Impact Assessment
6. Swimming Pool Development Guidelines
7. Declaration of Covenants for Storm and Surface Water Facility and System Maintenance

Staff Contact: Clay Bernick  
Director  
Office of Environmental Management  
City of Virginia Beach  
Municipal Center  
Virginia Beach, VA 23456  
427-4801  
426-5667 (FAX)

**ROLE & RESPONSIBILITIES OF THE  
CHESAPEAKE BAY PRESERVATION AREA REVIEW COMMITTEE**

**1. Appendix F, Section 113 - line 955 - Review Committee Membership**

<u>Department</u>	<u>Representative</u>	<u>Alternate</u>
Agriculture	Louis Cullipher	Bart Tuthill
Health	Frank (Skip) Scanlon	Milt Johnston
Development Services	Charlie Hassen	Mark Ricketts
Permits & Inspections	Bob Loher	Pat Janezeck, Fai Smith
Planning	Bob Scott	Karen Lasley
Public Works	Richard Elliott	Wayne Couch
Environmental Mgt.	Clay Bernick *	Mary Morris
Landscape Services	Roger Huff	Kathleen Zeren
Public Utilities	Clarence Warnstaff	Gary Jones

\* initial, temporary chairperson

\*\* initial, temporary vice-chair - committee to elect

A representative of the City Attorney's Office and appropriate plan review staff would also regularly attend meeting.

**2. Role of Committee**

**Appendix F, Section 107 - line 255 - Mapping and Boundaries**

line 262 - Committee approves and modifies CBPA boundaries

line 264 - Committee may perform site inspections

**Appendix F, Section 108 - line 270 - Performance Criteria**

line 363 - Committee may waive 10% reduction stormwater standard for IDAs and redevelopment sites that originally used BMPs subject to certain provisions.

line 374 - One provision is that the Committee can require a structural review of existing BMPs along with a maintenance plan and/or agreement

line 441 - The Committee can reduce the buffer width to 50' with use of equivalent BMPs after consideration of a Water Quality Impact Assessments, (WQIA).

line 476 - The Committee can reduce the buffer width to 50' for lots recorder prior to October 1, 1989 if the lot cannot otherwise accommodate a buildable area, subject to certain provisions.

**Appendix F, Section 109 - line 531 - Water Quality Impact Assessment**

line 546 - The Committee may require a WQIA for any development that may affect water quality or have an impact on the RPA.

line 553 - The Committee may waive the requirements for certain elements of the WQIA.  
line 631 - The WQIA will be reviewed by the Committee.

**Appendix F, Section 110 - line 634 - Plan of Development Process**

line 641 - Certain components of the plan of development can be waived by the Committee.  
line 736 - The Committee is empowered to make judgments on the replacement of trees and other vegetation in areas to be preserved or encroached upon.

**Appendix F, Section 112 - line 883 - Exemptions**

line 946 - The Committee can grant exemptions for certain land uses (pools, water wells, fences, etc.). Any area of disturbance greater than 2500 sq. ft. is still subject to E & SC regulation.

**Appendix F, Section 113 - line 955 - Review Committee**

line 968 - The Committee is to adopt its own rules of procedure.

**Section 114 - line 972 - Variances**

line 982 - The Committee will review the request for a variance and the WQIA and provide information to the Board on which to consider an application. It must transmit information to Board 5 days before hearing.

**Appendix F, Section 115 - line 1065 - Appeals**

line 1067- Any decision made by the Committee may be appealed to the Board within 15 days. Committee members may be required to explain/defend decisions before the Board, or in Circuit Court (if not resolved by the Board).

**Appendix F, Section 119 - line 1117 - Enforcement**

line 118 - The ordinance names the City Manager or his designee as the enforcement officer. Since a designee is still to be named, there may or may not be a role for the Committee.



**CHESAPEAKE BAY PRESERVATION AREA ORDINANCE**  
**The City of Virginia Beach**  
**ITEMS REQUIRING PERMITS, REVIEW AND VARIANCES**

**1. Permits required:**

Wetlands  
Waterfront Structures  
Land Disturbance  
Erosion and Sediment Control

Swimming Pools  
Building  
Health Department (Septic)

**New Items:**

Fences in RPAs  
Access through RPAs

Sheds in CBPAs  
Driveways and sidewalks in CBPAs

**2. Plan of Development Review:**

Any development requiring more than 2500 square feet of land disturbance within a Chesapeake Bay Preservation Area (RPA or RMA).

Any encroachment into the RPA, including activities requesting exempt status, ie., swimming pools with BMPs.

**3. Administrative Reductions/Waivers:**

Reduction of RPA Buffer, a maximum of 50 feet, if the lot was recorded before October 1, 1989.

Reduction of RPA Buffer, a maximum of 50 feet, with BMPs.

Waiver of elements required for review.

Health Department may waive secondary drainfield on lots recorded before October 1, 1989 lacking sufficient area to accommodate them.

**4. Variances granted by Chesapeake Bay Preservation Area Board:**

Encroachment into RPA Buffer.

**5. Appeals:**

Applicant may appeal decision at review level to the Chesapeake Bay Preservation Area Board.

Applicant may appeal decision of the Board to the Circuit Court.



**CHESAPEAKE BAY PRESERVATION AREA ORDINANCE**  
**The City of Virginia Beach**  
**PRE-SUBMITTAL MEETING CHECKLIST/COMMENTS**

7. **IMPROVEMENT PROPOSED -**  
Residential: Commercial:  
New Construction: Redevelopment:  
sf  
Addition/Expansion:  
Detached Garage/Shed:  
Deck:  
Patio:  
Swimming Pool:  
Parking/Paving:  
Septic Tank and Drainfield:  
Reserve Drainfield:  
BMPs:  
Fence:  
Land Disturbance:  
Waterfront Activity:
8. **TOTAL SQUARE FOOTAGE OF LAND DISTURBANCE:**  
Total Square Footage of Impervious Surfaces:
9. **DESCRIPTION OF ITEMS TO BE ADDRESSED IN SUBMITTAL/REVIEW:**  
RPA Feature Encroachment/Variance:  
RPA Buffer Encroachment/Variance:  
Committee Buffer Reduction with BMPs: without BMPs:  
Front Yard Setback Variance:  
Trees/Buffer to be mitigated:  
BMPs required:  
Waiver of elements of submittal (see Q.12):
10. **OTHER PERMITS REQUIRED:**  
Wetlands:  
Waterfront:  
COE:  
Health (Septic):  
Land Disturbance:  
Erosion and Sediment Control:
11. **STORMWATER MANAGEMENT:**  
Site requires BMPs: Yes: No:  
Regional Credit (see Q.6):  
Buffer mitigation:  
Buffer establishment:  
Conclusion:

**CHESAPEAKE BAY PRESERVATION AREA ORDINANCE**  
**The City of Virginia Beach**  
**PRE-SUBMITTAL MEETING CHECKLIST/COMMENTS**

12. **RECOMMENDATIONS/COMMENTS:**  
**Other permits required first:**

**Group Preapplication Meeting:**                      **Date:**  
    **Planning:**  
    **Engineering:**  
    **Zoning:**  
    **Landscape Services:**  
    **Agriculture:**  
    **Waterfront:**  
    **Other:**

**Conflicts Identified (also see Q.9):**  
    **Zoning Variance**  
    **Wetlands Encroachment**

**Permit Process:**  
    **Bonding requirements:**

**Plan of Development Review:**  
    **Site Plan:**  
    **Environmental Features Survey:**  
    **Landscape Plan:**  
    **Stormwater Management Plan:**  
    **Erosion and Sediment Control Plan:**  
    **Water Quality Impact Assessment:**

**Other Comments:**

**Referral:**

## **PLAN OF DEVELOPMENT REVIEW PROCESS**

A plan of development is required in Chesapeake Bay Preservation Areas for proposed improvements or land disturbances in areas greater than 2,500 square feet and for all encroachments into the RPA. Plans and reports will be prepared by a Licensed Surveyor (L.S.), a Certified Landscape Architect (C.L.A.), Professional Engineer (P.E.) or other professional as described in Section 109 of the Ordinance [Appendix F of the City Code], beginning at Line 618.

Plans for single family homes will be submitted at a common scale of either 1":10', 1":20', 1":25' or 1":30'. Subdivision and commercial plans may also be submitted at 1":40'. All plan sheets submitted will have minimum dimensions of 8.5" by 11" and maximum dimensions of 24" by 36" and will be of a common size. Details and sections will be included on the plan sheet where possible. Supporting calculations, descriptions or other required permits will be either 8.5" by 11" or 8.5" by 14". Fifteen copies of each plan and report will be submitted to the Development Services Center (DSC) with the appropriate fee.

As described in Section 110 of the Ordinance [beginning at line 634], plans and reports which must be submitted for review include:

1. SITE PLAN or SUBDIVISION PLAN [642]
2. ENVIRONMENTAL FEATURES SURVEY [655]
  - Tidal Shore
  - Tidal Wetlands
  - Contiguous Nontidal Wetlands
  - Tributary Waters
  - Top of Bank - highly erodible soils where slope changes from greater than 6% to less than 6%
  - 100 Foot Buffer
3. EROSION & SEDIMENT CONTROL PLAN [790]
  - Limitations of areas of disturbance
  - Delineation of protected areas
  - Construction staging areas
  - Tree and vegetation protection
  - Septic system, primary and secondary drainfields

**CHESAPEAKE BAY PRESERVATION AREA ORDINANCE**  
*The City of Virginia Beach*

**4. LANDSCAPE PLAN [682]**

- Existing Vegetation - location, identification and sizes
- Trees to be removed
- Grade changes that affect vegetation
- Proposed plantings to mitigate for that removed, for buffer encroachment or as vegetative BMPs

**5. STORMWATER MANAGEMENT PLAN [761]**

- Pre- and post-development pollutant loadings in stormwater runoff
- Engineering calculations will follow the City's standards
- Location of proposed stormwater control devices or BMPs
- Certification of structural soundness of facilities
- Maintenance agreement for long term inspection and maintenance consistent with the Stormwater Ordinance [City Code Appendix A]

**6. WATER QUALITY IMPACT ASSESSMENT [531]**

- Location of elements of Resource Protection Area
- Description of proposed best management practices to mitigate encroachments into the RPA
- Proof of other permits
- Landscape element delineating plant materials impacted and proposed mitigation measures
- Description of soils, hydrology, surface and groundwater, and drainage patterns existing and the impact of proposed development on them

Items 2 (Environmental Features Survey) and 3 (Erosion and Sediment Control Plan) may be combined on one plan, and items 4 (Landscape Plan) and 5 (Stormwater Management Plan) may be combined. All elements must be shown and clearly delineated.

In some cases, submittal of certain elements of the above may be waived by the review Committee upon request for waiver by the applicant.

## WATER QUALITY IMPACT ASSESSMENT

APPLICANT Name:  
Address:

GPIN:

Please refer to the referenced lines [ ] in Section 109 of the Chesapeake Bay Preservation Area Ordinance for further explanation of the elements required for this submittal. Waiver of submittal of elements of this assessment will be requested of the Committee in writing at the time of application for review and submitted with this form.

1. Location of elements of the Resource Protection Area. [556]  
☐ Environmental Features Survey submitted.
2. Type and location of proposed best management practices to mitigate any encroachment into the buffer area. [559]  
☐ Stormwater Management Plan submitted.
3. Landscape element. [587]  
☐ Landscape Plan submitted.
4. Other permits required. [582]  
☐ Permits submitted.  
☐ Permits not required.
5. Description of soils, hydrology, surface and groundwater and drainage patterns and the impact the proposed development will have on them. [562]  
☐ Statement/Plan submitted.

This section will include a narrative discussing how the proposed development and mitigation measures have been located on the site to be "least disruptive to the natural functions of the Resource Protection Area..." and "to avoid, minimize or mitigate the impacts of development for water quality protection." [531]

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **SWIMMING POOL DEVELOPMENT GUIDELINES**

Swimming pools employing Best Management Practices (BMPs) are considered exempt from the restrictions of the Resource Protection Area, provided that it is demonstrated to the satisfaction of the Chesapeake Bay Preservation Area Review Committee [see Section 112 Line 946] that:

Any required permits, except those to which this exemption specifically applies shall have been issued; and

Any land disturbance exceeding an area of 2,500 square feet shall comply with all requirements of Article 3 of Chapter 30 of the Code of the City of Virginia Beach [Sections 30-56 through 30-78 - Erosion and Sediment Control and Tree Protection].

The pool structure itself and the immediate deck areas are considered to be exempt and shall be allowed, with the inclusion of BMPs in their design, to be located within the RPA. Accessory structures including the pump house, cabanas, etc. are not exempt and shall be located outside the RPA.

The backwash system for the pool shall be connected to City sanitary sewers. If the lot is served by a septic system, a dry well for the backwash will provided and located sufficiently away from the septic drainfield. Discharge of backwash into state waters or the city storm drain system is prohibited.



**CHESAPEAKE BAY PRESERVATION AREA ORDINANCE**  
*The City of Virginia Beach*

**DECLARATION OF COVENANTS**  
**For Storm and Surface Water Facility**  
**And System Maintenance**

THIS DECLARATION OF COVENANTS made this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by \_\_\_\_\_, hereinafter referred to as the "Covenantor" to and for the benefit of the City of Virginia Beach, Virginia and its successors and assigns, hereinafter referred to as the "City".

**W I T N E S S E T H :**

WHEREAS, the City is authorized and required to regulate and control the disposition of storm and surface waters within the Stormwater Management District of the City of Virginia Beach as set forth in the City of Virginia Beach Chesapeake Bay Preservation Act effective January 1, 1991.

WHEREAS, the Covenantor is the owner of a certain tract or parcel of land more particularly described as:

WHEREAS, the Covenantor and/or its assigns desire to construct certain improvements on its property which will alter extant storm and surface water conditions on both the property and adjacent lands; and

WHEREAS, in order to accommodate and regulate these anticipated changes in existing storm and surface water flow conditions, the Covenantor and/or its assigns desire to build and maintain at its expense, a storm and surface water management facility and system more particularly described and shown on plans titled \_\_\_\_\_, and dated \_\_\_\_\_ 19\_\_\_\_; and

WHEREAS the City has reviewed and approved these plans subject to the execution of this agreement.

NOW THEREFORE, in consideration of the benefits received by the Covenantor and/or its assigns as a result of the City's approval of his plans, Covenantor and/or its assigns, with full authority to execute deeds, deeds of trust, other covenants, and all rights, title and interest in the property described above does hereby covenant with the City as follows:

**CHESAPEAKE BAY PRESERVATION AREA ORDINANCE**  
*The City of Virginia Beach*

1. Covenantor and/or its assigns shall construct and perpetually maintain, at its sole expense, the above referenced storm and surface management facility and system in strict accordance with the plan approval granted by the City.

2. Covenantor and/or its assigns shall, at its sole expense, make such changes or modifications to the storm drainage facility and system as may, in the City's discretion, be determined necessary to insure that the facility and system is properly maintained and continues to operate as designed and approved.

3. The City, its agents, employees and contractors shall have the perpetual right of ingress and egress over the property of the Covenantor and/or its assigns and the right to inspect at reasonable times and in reasonable manner, the storm and surface water facility and system in order to insure that the system is being properly maintained and is continuing to perform in an adequate manner.

4. The Covenantor and/or its assigns agree that should it fail to correct any defects in the above described facility and system within ten (10) days from the issuance of written notice, or shall fail to maintain the facility in accordance with the approved design standards and with the law and applicable executive regulation or, in the event of an emergency as determined by the City in its sole discretion, the City is authorized to enter the property to make all repairs, and to perform all maintenance, construction and reconstruction the City deems necessary. The City shall then assess the Covenantor and/or its assigns and/or all landowners served by the facility and may be placed on the property tax bills of said properties and collected as ordinary taxes by the City.

5. Covenantor and/or its assigns shall indemnify, save harmless and defend the City from and against any and all claims, demands, suits, liabilities, losses, damages and payments including attorney fees claimed or made by persons not parties to the Declaration against the City that are alleged or proven to result or arise from the Covenantor and/or its assigns construction, operation, or maintenance of the storm and surface water facility and system that is the subject of this Covenant.

6. The covenants contained herein shall run with the land and the Covenantor and/or its assigns further agree that whenever the property shall be held, sold and conveyed, it shall be subject to the covenants, stipulations, agreements and provisions of this Declaration, which shall apply to, bind and be obligatory upon the Covenantor hereto, its heirs, successors and assigns and shall bind all present and subsequent owners of the property served by the facility.

7. The Covenantor and/or its assigns shall promptly notify the City when the Covenantor and/or its assigns legally transfer any of the Covenantor and/or its assigns responsibilities for the facility. The Covenantor and/or its assigns shall supply the \_\_\_\_\_ City of Virginia Beach, Municipal Center, Virginia Beach, Virginia 23456 with a copy of any document of transfer, executed by both parties and a copy of this document acknowledged by both parties.

**CHESAPEAKE BAY PRESERVATION AREA ORDINANCE**  
*The City of Virginia Beach*

8. The provisions of this Declaration shall be severable and, if any phrase, clause, sentence or provision is declared unconstitutional, or the applicability thereof to the Covenantor and/or its assigns is held invalid, the remainder of this Covenant shall not be affected thereby.

9. The Declaration shall be recorded at the Clerk's Office of the Circuit Court of the City of Virginia Beach, Virginia at the Covenantor and/or its assigns's expense.

10. In the event that the City shall determine at its sole discretion at any future time that the facility is no longer required, then the City shall at the request of the Covenantor and/or its assigns execute a release of this Declaration of Covenants which the Covenantor and/or its assigns shall record at its expense.

IN WITNESS WHEREOF, the Covenantor has executed this Declaration of Covenants as of the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

By: \_\_\_\_\_

SEEN AND AGREED:

\_\_\_\_\_  
PURCHASER

\_\_\_\_\_  
PURCHASER

STATE OF VIRGINIA  
CITY OF VIRGINIA BEACH, to wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

STATE OF VIRGINIA  
CITY OF VIRGINIA BEACH, to wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_, by \_\_\_\_\_ and \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

## YORK COUNTY

1. Development Waiver Application
2. Zoning/Subdivision Appeals Application
3. Single-Family Development Checklist
4. General Document Requirements When Applying for Building Permits

Staff Contact: Cindy Taylor  
Planner II  
Department of Community Development  
York County  
Post Office Box 532  
Yorktown, VA 23609  
1-898-0085  
1-898-0253 (FAX)

**NONCOMPLYING USE  
and  
DEVELOPMENT WAIVER APPLICATION**  
Pursuant to §24-158(e)(a), York County Code

Date: \_\_\_\_\_

Application No.: \_\_\_\_\_

1. Applicant:

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone Number:

2. Property Owner (if different from applicant)

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone Number:

3. Property Address:  
Legal Description (or attached copy of plat)

\_\_\_\_\_

\_\_\_\_\_

Parcel Identification Number:

\_\_\_\_\_

4. Application pursuant to Section 24-158(e)(a), Resource Management/Protection Overlay District to allow a waiver from the Chesapeake Bay Preservation Area standards in order to permit the remodeling or alteration of, or addition to, a building or structure which lawfully existed on September 20, 1990.

Requested Waiver (cite specific sections to be waived):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Proposed Use and Development:

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6. Impact on nonpoint source pollution load [see § 24-158e(9)(a)(1)]:

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7. Sketch (please attach) to show:

- Area of land disturbance
- Dimensions of lot or parcel
- Location of buildings(s)
- Proposed additions relative to lot lines
- Location of water wells
- Location of on-site sewage disposal system
- Boundary of the Resource Protection Area

8. Property owner(s) signature(s)

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Waiver Approved as requested

Waiver Approved with following conditions:

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Waiver Denied

Date:

Signature:

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Zoning Administrator



YORK COUNTY BOARD OF ZONING/SUBDIVISION APPEALS  
APPLICATION TO APPEAR

1. Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number : \_\_\_\_\_
2. Name of property owner if different from applicant:  
Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
3. Property's:  
Address: \_\_\_\_\_  
Location: \_\_\_\_\_  
Tax Number: \_\_\_\_\_
4. A check for \$100.00, payable to "Arlene D. Pollard, Treasurer, York County", is attached to this application as my/our filing fee. \_\_\_\_ Yes \_\_\_\_ No, explain: \_\_\_\_\_
5. I/We have had a pre-application conference with the Secretary of the Board (898-0080) to confirm the type of application. \_\_\_\_ Yes \_\_\_\_ No, explain: \_\_\_\_\_
6. I/We have provided plats, plans or other documents such as the Natural Resources Inventory needed for this application. \_\_\_\_ Yes \_\_\_\_ No, explain: \_\_\_\_\_
7. Describe the proposed project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. This is a: \_\_\_\_ Variance Request \_\_\_\_ Chesapeake Bay Exception Request \_\_\_\_ Appeal of the Zoning Administrator's decision dated \_\_\_\_\_
9. The following Ordinance sections apply to this application:  
Subdivision Ordinance, Section \_\_\_\_\_ or  
Zoning Ordinance, Section \_\_\_\_\_
10. What does the section in Item 8 above require? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. If you are applying for a variance and/or exception, what part of the section above do you want changed as it is applied to your property? \_\_\_\_\_  
\_\_\_\_\_

12. Please state why your variance or exception request should be approved or why the Zoning Administrator's decision should be overruled.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. If your application involves more than one Ordinance section, include one continuation sheet (attached) for each additional Ordinance section involved.

Number of continuation sheets attached: \_\_\_\_\_

I/We certify that the information above is as complete and as accurate as I/we know it to be.

\_\_\_\_\_ Applicant \_\_\_\_\_ Date

\_\_\_\_\_ Applicant \_\_\_\_\_ Date

\_\_\_\_\_ Property Owner \_\_\_\_\_ Date

\_\_\_\_\_ Property Owner \_\_\_\_\_ Date

Deliver to: Secretary  
York County Board of Zoning/Subdivision Appeals  
224 Ballard Street, P.O. Box 532  
Yorktown, Virginia 23690

**DEADLINE:** The Board meets on the 3rd Monday of each month. Applications must be received by Friday, four (4) full weeks before the meeting. If the applications are to be mailed, they must be postmarked no later than Friday, four (4) weeks before the meeting. If you are uncertain about a meeting date or deadline, please call the Secretary of the Board. The Board reserves the right to adjust the meeting schedule as necessary.



BOARD OF ZONING/SUBDIVISION APPEALS  
INSTRUCTIONS FOR FILLING OUT AN APPEARANCE APPLICATION

- Item 3. Please provide description of location if other than a well-defined residential lot.
- Item 4. The filing fee is MANDATORY. NO ACTION WILL BE TAKEN ON THE APPLICATION WITHOUT A FILING FEE.
- Item 5. The Secretary of the Board will assist applicants in determining whether the application is a variance request, exception request, or an appeal of the Zoning Administrator's decision. The Secretary is unable to assist applicants in detailed preparations.
- Item 6. One picture is worth a thousand words. Plats, plans and other illustrations of your situation will be of great help to the Board of Zoning/Subdivision Appeals in hearing your case. For an exception within the Chesapeake Bay Preservation Area, a Natural Resource Inventory is required. The Inventory must include:
- Plat of the property
  - Location of proposed structure
  - Resource Management Area Boundary (if applicable) - 100-year floodplain or 500 feet from the RPA, whichever is greater
  - Septic/drainfield and reserve drainfield (if applicable)
  - Stormwater runoff pollutant loading index per attached calculation sheet
  - Exception area being requested
- Item 7. Provide all pertinent information regarding the nature and scope of your project.
- Item 8. If you don't know call the Board's Secretary - 898-0080.
- Item 9. Identify the specific section in the Zoning or Subdivision Ordinance which is causing you to file this application. Example: Zoning Ordinance Section 24-158, or Subdivision Ordinance Section 4-18. If more than one section is involved, use one continuation sheet for each section.
- Item 11. Do not fill out for an Appeal application. For a variance or exception request, write down what you want the Board to approve.

Variance example: Allow me to have a 30-foot front yard setback instead of the 45-foot setback in the Ordinance section.

Exception example: Allow me to have the 100-foot RPA buffer reduced to 50 feet.

Item 12. For a variance, explain how the physical characteristics of your property prevent use of the property when required to comply with the Ordinance section. If your property has no unusual physical features, explain the other circumstances which make your property useless when required to comply with the Ordinance section.

For an exception, explain how the request is the minimum necessary to accommodate the proposed structure and is consistent with the intent of the Resource Management/Protection Overlay District.

For an appeal of a Zoning Administrator's decision, explain why you think the Zoning Administrator is mistaken in believing that you are violating the Zoning or Subdivision Ordinance on your property, or why you think the Zoning Administrator's decision is unreasonable or arbitrary.

#### STORMWATER CALCULATION

Area \_\_\_\_\_ (ACRES)

Impervious Area ( $I_a$ ) \_\_\_\_\_ (acres)

Average land cover conditions ( $I_{\text{watershed}}$ ) = 16%

$I_{\text{site}} = (\text{total } I_a / A) \times 100 = \text{_____} \%$

$I_s = \text{_____} \%$   
 $I_w = 16\%$

If  $I_s < I_w$ , then no Best Management Practices are required.

If  $I_s > I_w$ , then applicant can 1) reduce amount of impervious surface or 2) install BMPs

BOARD OF ZONING/SUBDIVISION APPEALS  
APPEARANCE APPLICATION  
CONTINUATION SHEET

1. Name of applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
2. The following Ordinance sections apply to this application:  
Subdivision Ordinance Section 4- \_\_\_\_\_ or  
Zoning Ordinance Section 24- \_\_\_\_\_
3. What does the section in Item 2 above require? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. If you are applying for a variance or exception, what part of  
the exception above do you want changed as it is applied to  
your property? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Please state why your variance or exception request should be  
approved or why the Zoning Administrator's decision should be  
overruled. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

_____	Applicant	_____	Date
_____	Applicant	_____	Date
_____	Property Owner	_____	Date
_____	Property Owner	_____	Date

CHECKLIST

SINGLE-FAMILY DEVELOPMENT

Chesapeake Bay Preservation Area

1. Determine if property is located in a Resource Management Area (RMA)/Resource Protection Area (RPA) - Zoning and Code Enforcement Division responsible. Building Regulations should inform the applicant that their property is within the RMA/RPA. —
2. Applicant needs to submit:
  - Plat of property (acres/square feet) —
  - Amount of impervious surface i.e. all buildings, impervious areas such as driveways/walkways, etc. —
3. Plat of property must show:
  - 100-year Floodplain elevation and location —
  - Location of dwelling, accessory buildings, and associated driveways —
  - Septic tank/drainfield location —  
100% reserve drainfield location —  
(Both must be located outside the RPA) —
  - RPA Boundary - measured 100' from the landward edge of the saltbush (tidal wetlands) and/or the 4-foot contour - nontidal wetlands) —
  - RMA Boundary - located along the 100-year floodplain boundary or measured 500 feet from the landward edge of the RPA buffer, whichever is greater —
4. All buildings and impervious surface areas are to be located outside of the RPA.
  - Application can not be approved for structures located

in a RPA. Check to see if the plan can be modified.  
If that is not possible, check date on recorded plat. \_\_\_\_\_

\* Recorded prior to October 1, 1989

Yes \_\_\_\_\_ No \_\_\_\_\_

\* If yes, send to Zoning Administrator for review  
if encroachment is 50 feet or less \_\_\_\_\_

\* If no or if encroachment is greater than 50 feet,  
send to Plan Review and Implementation for  
explanation of review process for an Exception \_\_\_\_\_

5. For land disturbance greater than 2500 square feet, an  
Erosion and Sediment Control permit must be obtained. The  
"Erosion and Sediment Control Plans for Single-Family  
Residential Construction" must be filled out by applicant  
and made a part of the Building permit file. \_\_\_\_\_

6. Building Regulations shall perform the stormwater  
calculation as shown on the attached sheet.

• If land cover calculation is less than or equal  
to 16%, no stormwater management is required. \_\_\_\_\_

• If land cover calculation is greater than 16%,  
applicant can: \_\_\_\_\_

- reduce the amount of impervious surface \_\_\_\_\_

- provide Best Management Practices \_\_\_\_\_

(Plans for BMPs must be reviewed and approved  
by Plan Review and Implementation prior to  
the issuance of any permits).

7. Are any wetlands areas to be filled?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, refer to Plan Review and Implementation for evaluation.  
(All necessary wetlands permits must be obtained before  
authorization to begin land disturbing activities can be granted)

8. Building permit information on parcels located in the  
RMA/RPA shall be kept on file in the Building Regulations  
Division at all times. Any subsequent development of the  
parcel must go through the same review process. Lots served  
by septic tanks shall have building permit files color-coded

in such a manner as to denote the use of septic systems.  
These files shall not be thrown away until such time as the  
home is connected to public sewer and the septic system  
properly abandoned.

### STORMWATER CALCULATION

Area \_\_\_\_\_ (acres)

Impervious Area ( $I_a$ ) \_\_\_\_\_ (acres)

Average land cover conditions ( $I_{\text{watershed}}$ ) = 16%

$I_{\text{site}} = (\text{total } I_a / A) \times 100 = \text{_____} \%$

$I_s = \text{_____} \%$   
 $I_w = 16\%$

If  $I_s < I_w$ , then no Best Management Practices are required.

If  $I_s > I_w$ , then applicant can 1) reduce amount of impervious surface or 2) install BMPs

TECHNICAL INSTRUCTION 89-01 DATED 5/89, REVISED 9/20/90

COUNTY OF YORK  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
DIVISION OF BUILDING REGULATION  
898-0020

GENERAL DOCUMENT REQUIREMENTS WHEN APPLYING FOR BUILDING PERMITS

NEW RESIDENCE

- a. Two (2) sets of plans.
- b. Plat of property showing dimensions, in feet, from all property lines to the proposed construction.
- c. Copy of septic system permit approval from the State Department of Health, or receipt of payment to Hampton Roads Sanitary District (H.R.S.D) and a receipt for York County Sewer tap fee.
- d. If York County water used, pay water tap fee and provide receipt.

\*\*\* FOR PROPERTY THAT IS LOCATED WITHIN THE CHESAPEAKE BAY PRESERVATION AREA (RMA/RPA) DOCUMENTS REQUIRED ARE:

- a. Plat of property (acres/square feet)
- b. Size and location of any impervious surface i.e. all buildings, driveways/walkways, etc.
- c. 100-year flood plain elevation and location.
- d. Copy of septic system permit showing locations of tank and drainfield plus the 100% reserve drainfield.
- e. RPA or RMA boundaries shown:

RPA Boundary - measured 100' from the landward edge of the saltbush tidal wetlands) and/or the 4-foot contour - nontidal wetlands)

RMA Boundary - located along the 100-year floodplain boundary or measured 500 feet from the landward edge of the RPA buffer, whichever is greater.

- f. For land disturbance greater than 2,500 square feet, a soil and erosion (E and S) permit must be obtained.



SWIMMING POOLS:

Provide plot plan showing location of pool in relation to property lines and distances, in feet. Provide plans or installation instructions. A fence permit will be obtained in conjunction with pool permit with or before pool permit is issued.

ADDITIONS, ALTERATIONS, REPLACEMENTS, GARAGES, SHEDS, ETC.

1. Two (2) sets of plans.
2. Plat of property showing dimensions in feet from all property lines to proposed construction.
3. Copy of septic system permit approval for addition, or detached building.

\*\*\* FOR PROPERTY THAT IS LOCATED WITHIN THE CHESAPEAKE BAY PRESERVATION AREA (RMA/RPA) DOCUMENTS REQUIRED ARE:

- a. Plat of property (acres/square feet)
- b. Size and location of any impervious surface i.e. all buildings, driveways, walkways, etc.
- c. 100-year flood plan elevation and location.
- d. Copy of septic system permit showing locations of tank and drainfields plus the 100% reserve drainfield.
- e. RPA or RMA boundaries shown:
  - RPA Boundary - measured 100' from the landward edge of the saltbush (tidal wetlands) and/or the 4-foot contour - nontidal wetlands
  - RMA Boundary - located along the 100-year floodplain boundary or measured 500 feet from the landward edge of the RPA buffer, whichever is greater
- f. For land disturbance greater than 2,500 square feet, a soil and erosion (E and S) permit must be obtained.

FENCES:

1. Provide plot plan which shows the location of the proposed fence on the property.
2. Indicate height of proposed fence, materials to be used and style (eg pickets, cyclone, board, split rail, etc.).

NEW COMMERCIAL:

1. Three (3) sets of plans signed and sealed by an engineer or architect, responsible for the design.
2. Four (4) sets of plans signed and sealed by an engineer or architect if building contains a food preparation area.
3. Approved site plans from Community Development Department and all receipts and documentation which fulfill the requirements applicable in site plan approval letter.
4. Approved comments from the Fire Department from site plan review process.
5. Approved land disturbing permit.
6. Copy of septic system permit from Health Department or receipt of payment to H.R.S.D. and Sewer Tap.

Marianne E. Harris  
BUILDING OFFICIAL

September 25, 1990  
APPROVAL DATE

## **OTHER**

1. Chesterfield County Agreement for Maintenance of Storm Water Drainage System and Best Management Practice Facility

AGREEMENT FOR MAINTENANCE OF  
STORM WATER DRAINAGE SYSTEM  
AND BEST MANAGEMENT PRACTICE  
FACILITY

THIS AGREEMENT, dated as of the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), 19\_\_\_\_, by and between \_\_\_\_\_ (owner), a Virginia corporation (the Corporation), and the COUNTY OF CHESTERFIELD, VIRGINIA, a political subdivision of the Commonwealth of Virginia of Virginia (the County), recites and provides as follows.

RECITALS

\_\_\_\_\_ (owner), a Virginia Corporation, is the owner of certain real estate shown as Tax Map No. \_\_\_\_\_, situated in \_\_\_\_\_ District, Chesterfield County, Virginia, known as \_\_\_\_\_ (project-section) which is to be developed as a \_\_\_\_\_ (residential subdivision and/or commercial site).

The \_\_\_\_\_ (owner) owns a storm water drainage system consisting of a BEST MANAGEMENT PRACTICE (BMP)/DETENTION/RETENTION FACILITY as shown and described on the plans entitled \_\_\_\_\_ (project-section), dated \_\_\_\_\_, 19\_\_\_\_, or as shown on all subsequent revisions therefore, made by \_\_\_\_\_ (engineering firm), a copy of which plat is attached hereto as Exhibit A.

To comply with the rules and regulations of the County pertaining to \_\_\_\_\_ (project-section), the \_\_\_\_\_ (owner) has agreed to maintain the BMP/DETENTION/RETENTION facility (herein referred to as the "FACILITY") in accordance with the terms and conditions hereinafter set fourth.

MAINTENANCE AGREEMENT

NOW, THEREFORE, for and in consideration of the mutual covenants and undertaking of the parties, the parties hereby

agree as follows:

1. MAINTENANCE OF THE "FACILITY"

The           (owner)           agrees that it shall maintain indefinitely the "FACILITY" in a manner which will permit the "FACILITY" to perform the purposes for which it was designed and constructed, and in accordance with the standards by which it was designed and constructed, all as shown and described on the plat attached hereto as Exhibit A. Specifically, the           (owner)           agrees that it shall:

(i) remove silt and other debris from the "FACILITY" so as to maintain the elevation of the bottom of the "FACILITY" as shown on the approved plans.

(ii) plant and mow grass or maintain a vegetative cover on the slopes surrounding the "FACILITY" and

(iii) maintain in good order and repair the principal and emergency spillways which serve as the outflow devices, for the "FACILITY".

2. FINAL INSPECTION REPORTS

The           (owner)           agrees that, upon completion of the "FACILITY", that it will have the design engineer certify in writing to the County within 30 days of completion that the "FACILITY" is constructed in accordance with the approved plans and specifications.

3. INSPECTION FOR PREVENTATIVE MAINTENANCE

(a) The           (owner)           agrees to cause inspections to be made of the "FACILITY" by a Professional Engineer registered in Virginia retained by the           (owner)           at its expense, and approved by the County. The inspection shall occur during the last 60 days of the first year of operation and at least once every 3 years thereafter.

(b) The inspection reports shall be submitted in writing to the County within 30 days after each inspection; the reports shall include the following:

- (1) The data of inspection;
- (2) Name of inspector;
- (3) The condition of:
  - (i) Vegetation,
  - (ii) Fences,
  - (iii) Spillways,
  - (iv) Embankments,
  - (v) Reservoir area,
  - (vi) Inlet and outlet channels,
  - (vii) Underground drainage structures,
  - (viii) Sediment load,
  - (xi) Gates and Valves or,
  - (x) Any other item that could affect the proper function of the "FACILITY".
- (4) Description of needed maintenance;

(c) The           (owner)           agrees to perform promptly all needed maintenance reported by the Inspector.

4. RIGHTS OF THE COUNTY IN THE EVENTS OF DEFAULT BY THE  
          (OWNER)          .

In the event of any default or failure by the           (owner)           in the performance of any of the covenants and warranties pertaining to the maintenance of the "FACILITY", as provided herein, and all costs thereof shall constitute a lien upon the properties owned by the           (owner)          . Nothing herein shall obligate the County to maintain the "FACILITY".

5. INDEMNIFICATION OF COUNTY

The           (owner)           hereby agrees that it shall save, hold harmless, and indemnify the County from and against all liability, losses, claims, demands, costs and expenses arising

from, or out of, and default or failure by the \_\_\_\_\_ (owner) to maintain the "FACILITY", in accordance with the terms and conditions set forth herein or by acts of the \_\_\_\_\_ (owner) arising from, or out of, the construction, operation, repair or maintenance of the "FACILITY".

6. The parties hereto expressly do not intend by execution of this Agreement to create in the public or any member thereof, any rights as a third party beneficiary or authorized anyone not a party hereof to maintain a suit for any damages pursuant to the terms of provision of this Agreement.

7. The foregoing agreements shall be covenants which run with the land and shall inure to the benefit of and shall be binding upon the parties hereto, their respective successors and assigns, and all subsequent owners of the property.

8. Upon execution of this Agreement, it shall be recorded in the Clerk's Office of the Circuit Court of Chesterfield County, Virginia, at the \_\_\_\_\_ (owner) expense.

IN WITNESS WHEREOF, the Corporation has caused this Agreement to be signed in its names by a duly authorized officer.

\_\_\_\_\_  
(owner)  
By: \_\_\_\_\_  
Title

COUNTY OF CHESTERFIELD, VIRGINIA

By: \_\_\_\_\_  
Lane Ramsey  
County Administrator

Approved as to form:

\_\_\_\_\_  
County Attorney

STATE OF VIRGINIA

COUNTY OF CHESTERFIELD, to-wit:

I, \_\_\_\_\_, a Notary Public in and for the  
 County and State aforesaid, do hereby certify that \_\_\_\_\_  
 \_\_\_\_\_ whose name as President of \_\_\_\_\_  
 is signed to the foregoing and annexed writing bearing date on  
 the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, has acknowledged the same  
 before me in my jurisdiction aforesaid.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

My Commission expires: \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public

STATE OF VIRGINIA

COUNTY/CITY OF CHESTERFIELD, to-wit:

I, \_\_\_\_\_, a notary Public in and for the  
 County and State aforesaid, do hereby certify that Lane Ramsey,  
 County Administrator, whose name is signed to the foregoing and  
 annexed writing bearing date on the \_\_\_\_\_ day of \_\_\_\_\_,  
 19\_\_\_\_, has acknowledged the same before me in my jurisdiction  
 aforesaid.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public



NOAA COASTAL SERVICES CTR LIBRARY



3 6668 14112968 6